OPNAV 43P6

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING (MEASURE)

USERS MANUAL

1 NOVEMBER 1978

OFFICE OF THE CHIEF OF NAVAL OPERATIONS
DEPARTMENT OF THE NAVY
WASHINGTON, D.C. 20350

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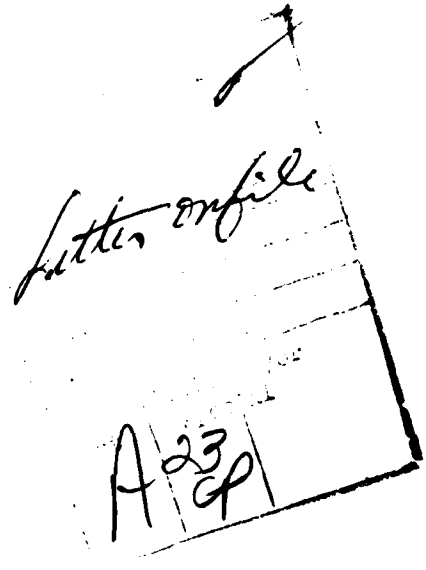
PREFACE

The Chief of Naval Material (CNM) has designated the Metrology Automated System for Uniform Recall and Reporting (MEASURE) as the single data system for the Navy's Metrology Calibration Program as required by CNM Inst. 4355.67.

This manual outlines the procedures that apply to Navy Calibration Laboratories utilizing the system, ship and shore activities obtaining services therefrom and other military activities whose use of MEASURE has been directed.

The objective of this Users Manual is to provide the information necessary to effectively use the system.



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CHANGE NO.	DATE AND SERIAL OF CHANGE	DATE ENTERED	ENTERED BY

SECTION 1. GENERAL

1.1 Description. The Metrology Automated System for Uniform Recall and Reporting (MEASURE) is a data processing system designed to provide participating activities with a standardized system for the recall and scheduling of Test, Measuring, and Diagnostic Equipment (TMDE) into calibration facilities and for the documentation of data pertaining to calibration actions performed by these facilities, as well as for reporting all actions performed on those equipments. MEASURE also provides for the collection, correction, analysis and collation of data as well as distribution of data and products/formats to requiring activities.

1.2 Sponsor. MEASURE is sponsored by the Chief of Naval Material.

1.3 Purpose. The objective of the MEASURE Users Manual is to provide the information necessary to effectively use the system.

1.4 Application. The procedures in this manual apply to Navy Calibration Laboratories, to all activities obtaining service therefrom, and to other Navy activities whose use of MEASURE has been directed by cognizant authority.

1.5 Responsibility. The Chief of Naval Material (CNM) has established MEASURE as the uniform data processing system supporting Navy Metrology and Calibration (METCAL) Program management and operation requirements, and is responsible for setting forth policy and guidelines for management, application and operation of the system. The Naval Air Systems Command provides overall coordination, implementing CNM directives with regard to MEASURE. The Naval Sea and Electronics Systems Commands are implementing MEASURE within their respective areas of cognizance. The Naval Aviation Logistics Center (NALC) interfaces with the Field Activities of the other SYSCOMs, coordinating procedural aspects of system operation. SYSCOM Field Activities (also referred to as SYSCOM METCALREPs or simply METCALREPs) are responsible for providing METCAL support services pursuant to their respective charters. There are two advisory groups which bring together a cross-section of MEASURE participants. CNM's TMDE Action Group serves as a forum for the discussion of management policies, whereas the MEASURE Working Group is directly concerned with day-to-day system operation. Figure 1-01 depicts MEASURE System Organizational Relationships, and the interface with the system's data processing network.

1.6 Changes and Revisions. Navy activities having proposed changes or revisions to MEASURE, systems procedures/disciplines or related documentation, shallforward them via their appropriate chains of command to the appropriate SYSCOM Field Activity in that geographic area. SYSCOM Field Activities will review all proposals and forward them, together with their recommendations, to the MEASURE Working Group, with copy to their respective Headquarters. These activities are:

a. MEASURE Operations Coordinator:

NAVAVNLOGCEN, Patuxent River, MD

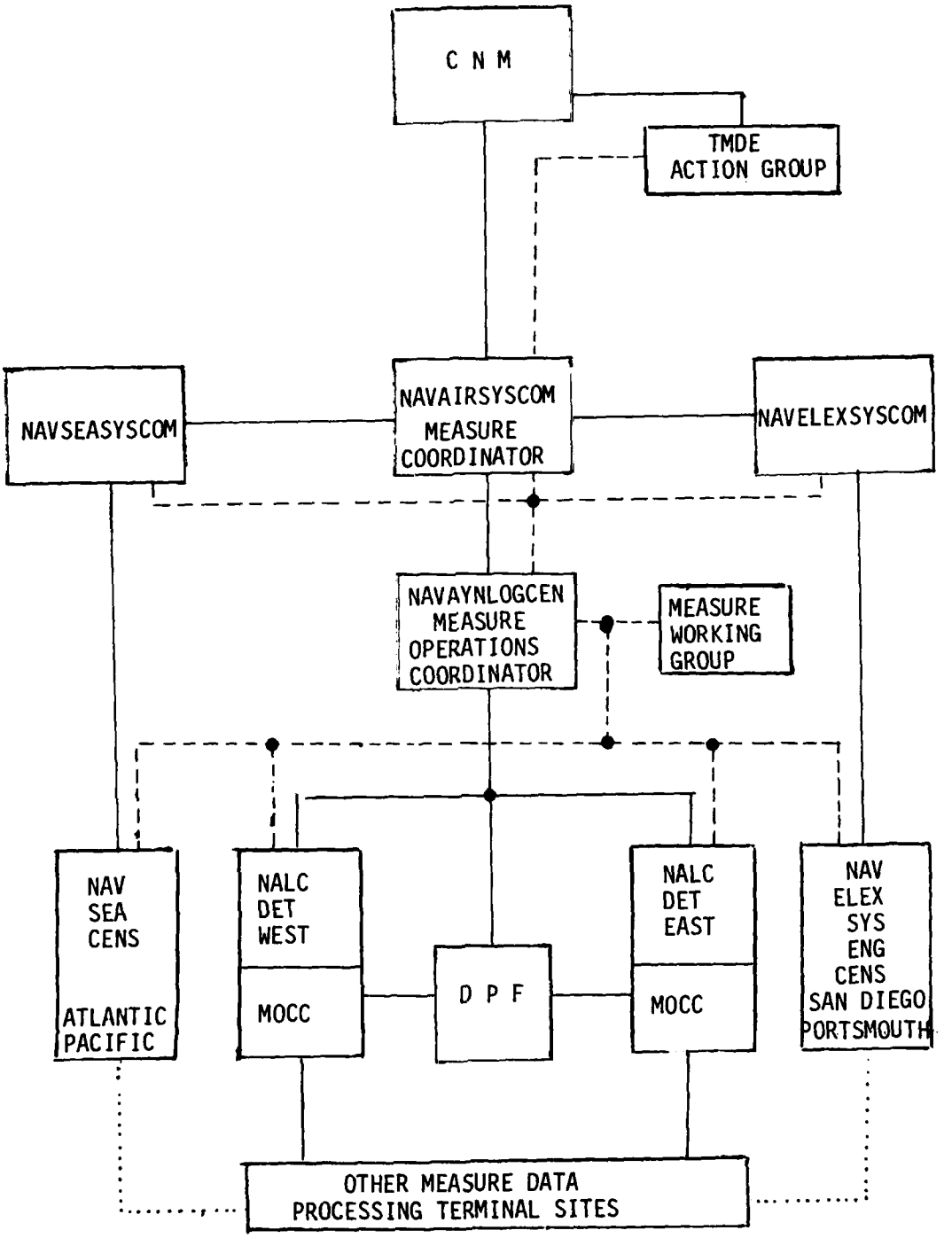
b. SYSCOM Field Activities (METCALRESs, Pacific Area)

NALC DET WEST, San Diego, CA
NAVSEACENPAC, San Diego, CA
NAVELEXSYSENGCEN, San Diego, CA

c. SYSCOM Field Activities (METCALREPs, Atlantic Area)

NALC DET EAST, Norfolk, VA
NAVSEACENLANT, Portsmouth, VA
NAVELEXSYSENGCEN, Portsmouth, VA

1.7 Users. The activities utilizing the system will be all Navy Primary (Type I), Standards (Type II), Calibration (Type III), and Intermediate Level/Field Calibration Activities directed to participate by their cognizant Commands, and to all DOD activities supported by these Calibration activities.



LEDGEND:
– – – – COORDINATION LINES
..... UTILIZATION LINES

Figure 1-01. MEASURE System Organizational Relationships

SECTION 2. SYSTEM SUMMARY

2.1 Introduction. In an effort to ensure all equipment requiring calibration/servicing is maintained to maximum dependability, the scheduling of equipment and reporting of management data is automated under MEASURE. The system goal is to provide a single, uniform management information system for the Navy Metrology and Calibration Program.

2.2 System Application. This system applies to all Navy calibration activities and their supported activities as directed by cognizant authority. Test equipment custodians, Customer activities and Calibration Activities are provided with periodic information on the status of test equipment requiring calibration. The outputs obtained from MEASURE are essential to the cost effective operation and management of the METCAL Program.

NOTE:
Within the context of this Manual, activities participating in MEASURE are categorized as follows:

1. MEASURE Sponsor: Chief Of Naval Material (CNM)

2. MEASURE COORDINATOR. Naval Air Systems Command (NAVAIRSYSOCM).

3. MEASURE Operations Coordinator. Naval Aviation Logistics Center (NALC).

4. Geographical Area MEASURE Coordinators. Cognizant Systems Command Field Activities (METCALRESs) Pacific and Atlantic.

Pacific Area	Atlantic Area
CO NAVELEXSYSENGCEN San Diego P. O. Box 80377 San Diego, CA 92138 Attn: METCALPAC Group	Officer-in-Charge NAVAVNLOGCEN DET EAST NAS Norfolk Bldg. R 48 Norfolk, VA 23511 Attn: METCALANT Group

5. Data Processing Facility (DPF). Refers to the Data Processing Facility for MEASURE.
The address of this facility is:
Commanding Officer
Naval Weapons Station (Code 3731)
Concord, CA 94529

6. MEASURE Operational Control Center (MOCC). Refers to the Operational Control Centers for MEASURE.
The addresses for these two activities are:

Officer in Charge
NAVALNLOGCEN DET EAST (Code MOCC)
Building R48
Naval Air Station
Norfolk, VA 23511

Officer In Charge
NAVAVNLOGCEN DET WEST (Code MOCC)
NAS North Island
San Diego, CA. 92135

7. Calibration Activity. An Activity whose primary task is concerned with the calibration, service or repair of reference standards or Test, Measuring and Diagnostic Equipment (TMDE). Every calibration activity has been assigned a three-letter Lab Code by the Metrology Engineering Center, Pomona, California. Examples of Calibration Activities are:

   a. Primary Standards Laboratories (WSL,ESL)
   b. Naval Standards Laboratories (NSL)
   c. Reference Standards Laboratories (RSL)
   d. Naval Calibration Laboratories (NCL, LCL)
   e. Fleet Electronic Calibration Laboratories (FECL)
   f. Mechanical Instrument Repair and Calibration Shops (MIRCS)
   g. Field Calibration Activities (FCA)
   h. Calibration Facilities within Aircraft intermediate Maintenance Departments (AIMD)

8. Intermediate Level/Field Calibration Activities. Refers only to those Calibration Activities listed in paragraph 7, above, performing calibration/service at the Intermediate Level of maintenance. (AIMD, FECL, MIRCS, etc.)

9. Customer. MEASURE participants which exercise primary responsibility for the coordination of the calibration, servicing or handling of TMDE within a specific area will be designated as Customers within MEASURE. Examples are:

   a. All Aircraft Intermediate Maintenance Departments
   b. All Ships
   c. All Calibration Activities, not incorporated within a. or b., above, whose "in-house" standards or TMDE are documented in MEASURE
   d. Such other activities as may be designated MEASURE Customers by their cognizant METCALREP.

10. Subcustodian. Those MEASURE participants within, or supported by, a Customer activity that have physical custody of equipment, regardless of actual ownership. Examples are shops, work centers, departments, air station tenant squadrons, etc.

2.3 Disposition of Input Documents. Currently, there are two methods of handling MEASURE input documents, i.e., the documents are either mailed to the DPF, or mailed/transmitted (electronically) to the congizant MOCC. Customers and calibration laboratories/activities will be separately advised as to the disposition of input documents by cognizant SYSCOM (METCAL) Field Activities. Ultimately, it is planned that all input documents will be forwarded to and processed by the appropriate MOCC. Although "MOCC" is referred to in this manual as the center to which completed inventories and METER cards are to be

sent, cognizant SYSCOM METCALREPs may request direct mailing to the DPF unitl there is sufficient capacity and capability at MOCCs to process the workload that such a procedure will impose.

2.4 System Operation. The initial cycle of MEASURE begins with the completion of the inventory forms for equipment held by each Customer activity. The cognizant METCALREP will verify the completed inventory forms and forward them to the cognizant MEASURE Operational Control Center (MOCC) or DPF to establish the data base. The Customer is then provided with a printed inventory and a set of preprinted Metrology Equipment Recall and Report (METER) Cards. It concludes with the cognizant METCALREP providing Recall Schedules of equipment due for calibration the following month to Customer and Calibration Activities and output formats to management personnel. As METER Cards are processed, the data base is updated and the system continues to cycle. Figures 2-01 and 2-02 describe the inventory implementation and recall cycle.

2.5 Performance. In accordance with the Recall Schedule, the Customer Activity submits equipment requiring calibration to the Calibration Activity. The Calibration Activity performs the required service, completes the METER card, forwards the WHITE copy to the MOCC or DPF and returns the equipment and the PINK copy of the METER Card to the Customer Activity. The MOCC or DPF updates the data base which produces operational documents (METER Cards, Recall Schedules, etc.) and management reports. The operational documents are distributed to Customers and Calibration Activities. The management reports (formats) are distributed to System Commands, Type Commanders, Aircraft Controlling Custodians, METCALREP and Customer/Calibration Activities (see Figure 2-03). The reports provide these activities with essential data required to enhance cost-effective operations.

2.5.1 System Utilization. The output products (formats) of MEASURE are utilized by various echelons of command to:

a. Identify areas where Fleet readiness could be affedted by METCAL Program impediments.
b. Identify and determine equipment clibraton problems such as:

    1. High maintenance costs
    2. High part failure rate
    3. Low equipment availability
    4. Insufficient number of trained personnel
    5. Equipment reliability by Model Number, Manufacturer's Code, and Serial Number
    6. Modifications performed and modification requirements

c. Provide visibility of Subcustodian users for determination of test equipment usage environment.
d. Pin point test equipment by percent of short cycle.
e. Provide turn-around time information.
f. Provide test equipment reliability analysis by equipment type, Customer activity, Calibration Activity and geographical area.
g. Provide budget and funding information.
h. Provide automated recall of test equipment for calibration by Serial Number and Due Date.

i. Provide a listing of equipment processed for each Customer.
j. Provide follow-up information for quality assurance.

Other output products (METER Cards, inventories, recall schedules, etc.) provide:

a. The necessary documents for submission of equipment for calibration.
b. A receipt for the Calibration Activity when returning equipment to the user.
c. A standard means of recording information such as:

    1. Out-of-tolerance values
    2. Parts replaced
    3. Delays
    4. Manhours for calibration, repair and modifications

d. A reference record of all data entered by the Calibration Activity for further analysis.
e. A preprinted document for submission of equipment to a scheduled or non-scheduled (when authorized) Calibration Activity for calibration.
f. An attached identification and receipt tag for receipt records and work load planning.
g. A preprinted document for equipment status change or Customer transaction.

2.6 Data Base. The data base for the purpose of MEASURE is defined below; it provides all MEASURE products:

a. Name and Address. Customer and Calibration Activity reference file.
b. Inventory. Contains all information for the recall of equipment for each respective Customer activity.
c. History. Contains all data required for use in statistical analysis as provided by each METER Card containing man-hours.

2.7 General Description of Inputs, Processing, Outputs.

2.7.1 Inputs. The prime input source documents utilized for data collection are the inventory forms and the Metrology Equipment Recall and Report (METER) Card.

a. Inventory Forms.

    1. Purpose. These forms are used to record TMDE/Calibration Standards information, provide the initial input to MEASURE and establish the basic files of information drawn upon by the program for all subsequent MEASURE outputs. These forms must be completed and submitted as a prerequisite to participation in the system.

    2. Content. Separate inventory forms shall be generated for calibrateable TMDE and Calibration Standards, one time only, in the following categories:

a. Equipment recalled for periodic calibration at a Calibration Activity.

b. Equipment having "On-Site" servicing requirements.

c. Equipment presently held in an inactive status.

d. Equipment which is calibrateable, but does not require periodic calibration.

b. METER Card.

1. Purpose. The METER Card is the operational source document used to transmit information necessary to update the data base providing current information for management of the METCAL Program is available.

2. Description. The METER Card, with Equipment Identification and Receipt Tag attached, is a five part, multi-color form which utilizes computer preprinted data for model number, nomenclature, serial number and other such information, which is permanently stored in the MEASURE data base once the initial inventory or a previous METER Card has been recorded.

3. Origin and Use. The METER Card is preprinted with information from the customers' initial inventory and is forwarded to the customer. The METER Card is submitted with the equipment for calibration/servicing. Calibration Activity personnel record the calibration/servicing data and submit the completed document to the MOCC or DPF.

c. Management Inputs. Cognizant METCALREPs provide management data including Customer Activity Codes, Field Calibration Activity phase designations, class standards, and standard hours.

2.7.2 Processing. The Customer submits the initial inventory forms to the MOCC or DPF via the cognizant METCALREP. The preprinted METER Cards and a Recall Schedule indicating those equipments due for calibration during the period indicated on the schedule will then be generated. Upon receipt of the equipment with attached METER Card, Calibration Activity personnel will record and report the results of the calibration/servicing of each equipment. The completed METER Card updates the data base, a replacement METER Card is preprinted, and the necessary management reports are generated.

NOTE: The Equipment Identification and Receipt Tag is preprinted with appropriate information and is used as a shipping and receipt document.

2.7.3 Outputs. MEASURE Outputs are detailed in Appendix J.

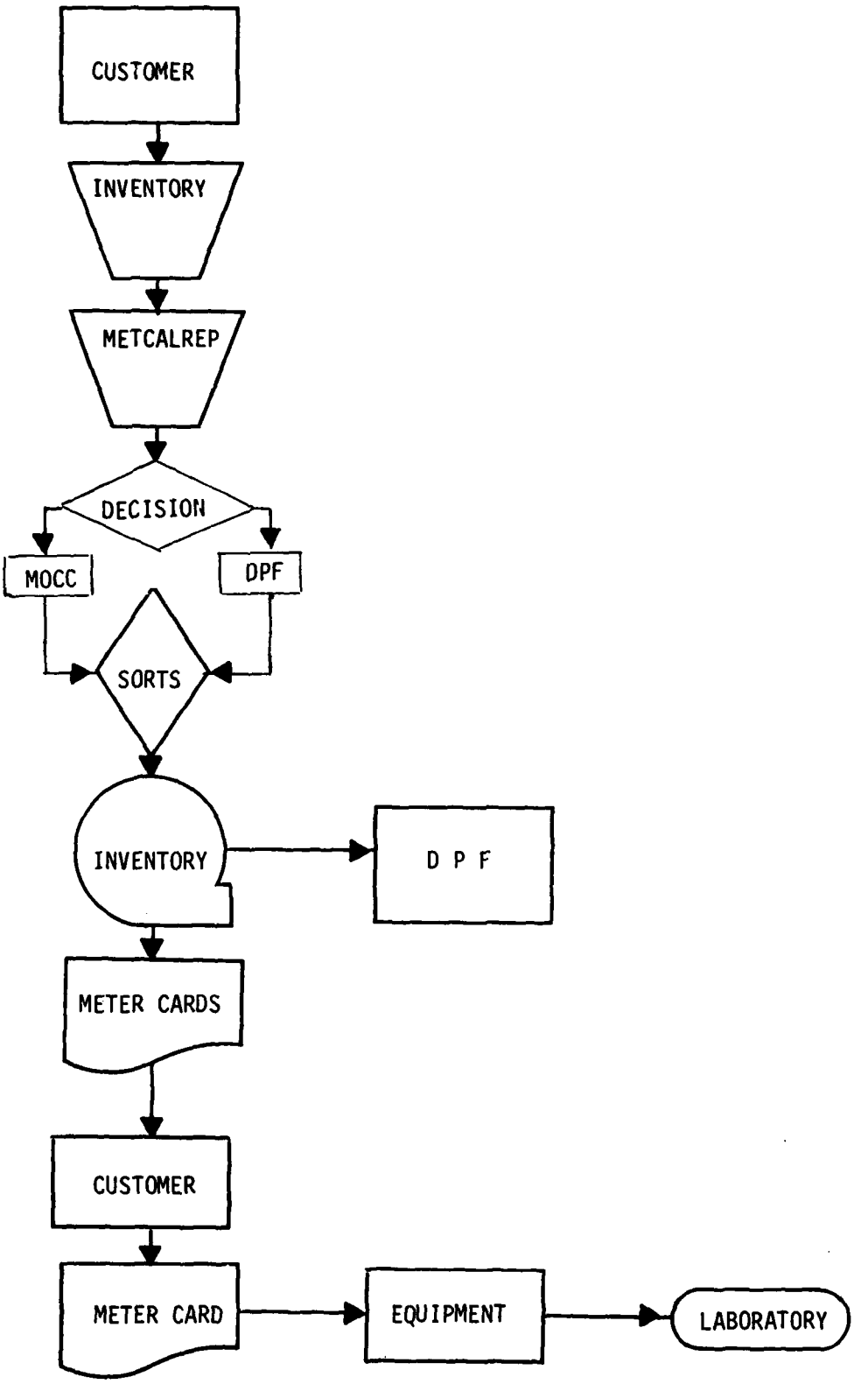


Figure 2-01. MEASURE Inventory Implementation Process.

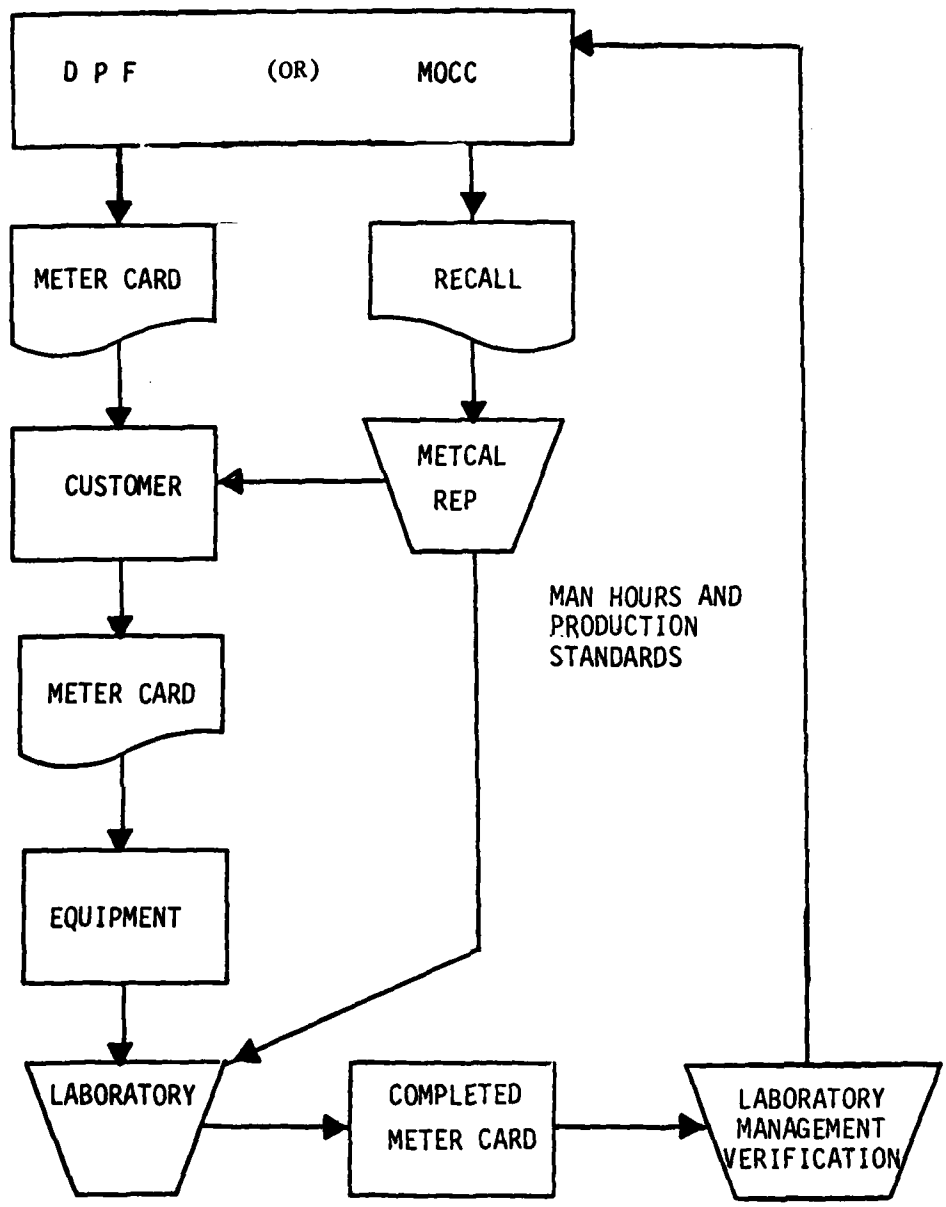


Figure 2-02. MEASURE Monthly/Quarterly Recall Schedule Flow.

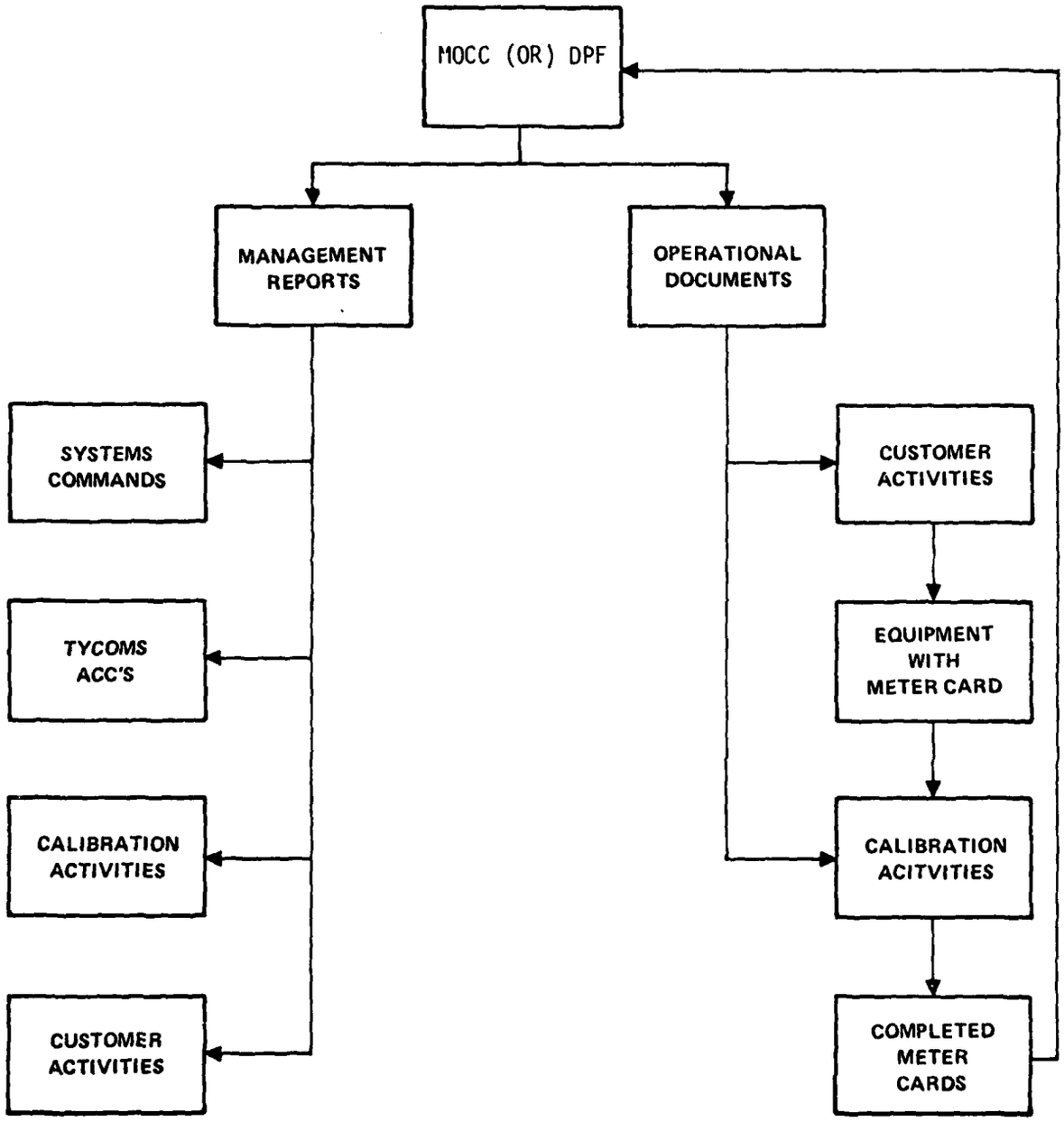


Figure 2-03. MEASURE System Flow.

SECTION 3. STAFF FUNCTIONS RELATED TO TECHNICAL OPERATIONS

This Section contains details necessary to provide staff inputs to MEASURE. Additionally, this Section will explain the characteristics and meaning of the information the system produces as outputs.

NOTE: "STAFF", in the context of this manual, refers to all echelons within the MEASURE Program making inputs to, or utilizing outputs from, the program. Staff responsibilities are delineated in Appendixes E through I.

3.1 Staff Input Requirements.

a. Inventory Report. This report provides the initial input of data pertaining to the Test, Measuring and Diagnostic Equipment (TMDE) in the custody of, or supported by, the participating activity (Customer). See Appendix A.

b. Metrology Equipment Recall and Report (METER) Card. This is the primary operative input of MEASURE and is submitted to the MOCC or DPF on an "as required" basis. It is used to report changes and to correct errors in the inventory file. It is further used to collect data related to calibration/servicing, modifications to equipment, and to report reasons for delays in such evolutions. Refer to Appendix B. This card also incorporates an Equipment Identification and Receipt Tag, and will accompany the equipment at all times while the equipment is in the calibration/servicing cycle.

c. "MEASURE" Referral Card (12ND WPNSTAC FORM 5230/72). This input is used by activities participating in MEASURE to forward questions, recommendations and comments pertaining to the system to cognizant authorities. This input is submitted on an "as required" basis for review and action as required. The MEASURE Referral Card is illustrated in Figure 3-01.

3.2 Composition Rules. Any peculiar composition rules that must be observed in preparation of inputs are listed on the same page simultaneously with the input instructions in Appendixes A and B.

3.3 Vocabulary, Appendixes A, B, and K provide the character combinations or codes that must be used to compose the inputs.

3.4 Input Formats. Formats for each of the inputs are presented in Figures A-1, A-2, B-1 and 3-01.

3.5 Sample Inputs. Sample inputs are presented in Appendix D.

3.6 Output Requirements. Compiled information on equipments calibrated/serviced under MEASURE, obtained from the system inputs, is presented in various formats for use by Calibration Activities, their Customer activities, and cognizant management. A listing of MEASURE outputs, or products, is presented in Appendix J of this manual.

MEASURE REFERRAL CARD
12ND WPNSTAC 5230/72 (6-74)

QUESTION CONCERNS: ☐ FORMATS ☐ METER CARD
☐ OTHER _____

DESCRIPTION OF REFERRAL AND RECOMMENDATIONS: _____

_____

_____

_____

_____

_____

YOUR ACTIVITY: _____ LAB CODE: _____

DATE: _____ YOUR NAME: _____

REPLY REQUESTED: ☐ YES ☐ NO

LAB SUPERVISOR _____
(SIGNATURE)

FIGURE 3-01 MEASURE Referral Card

APPENDIX A

COMPLETION OF INVENTORY REPORT FORM

APPENDIX A

COMPLETION OF INVENTORY REPORT FORM

A.1 GENERAL

The MEASURE TMDE Inventory Report Form shown in Figure A-1, and the MEASURE Calibration Standards Inventory shown in Figure A-2, are currently in use as the MEASURE Inventory Report Forms. The information entered on these Inventory Report Forms by each customer activity is the initial input source of all data for MEASURE. This inventory data is keypunched by operators into the computer data banks to establish the data base from which the information required for all MEASURE products is drawn. Therefore, it is imperative that this inventory data be as complete and accurate as possible.

A.2 RESPONSIBILITIES

The customer activity is responsible for the clarity, accuracy, and completeness of its Inventory Report Forms. The customer activity must ensure the legibility of these entries so that keypunch operators do not misread them and, thus, enter incorrect information into the data base. Intermediate Level/Field Calibration Activities are responsible for coordinating with customer activities to determine whether the Intermediate Level/Field Calibration Activity has a capability for the calibration of items listed in customers' inventories. Items which are outside the activity's capability will be so annotated. All Inventory Report Forms will be forwarded to the cognizant METCALREP for validation prior to being forwarded to MEASURE Operational Control Center (MOCC). The Inventory Report Forms normally will be used only for the initial submission of inventory data, since subsequent updates of the inventory will be made by use of the MEASURE METER Card. However, if 10, or more, items are to be added to a customer's inventory, the appropriate Inventory Report Form may be used. In this case, the Form will be prepared and submitted in the same manner as for the initial inventory report, but the Form must be annotated with the words "Add-On-Inventory" above the "Customer Activity Code" Block at the top center of the Form.

A.3 COMPLETION INSTRUCTIONS

A.3.1 Customer Address

The first step in the completion of either Inventory Report Form (see Figures A-1 and A-2) will be to enter an accurate Customer mailing address in the upper left-hand corner of the Form. This address will include the activity name, building number, city, state, and Zip Code or FPO number. Ensure that the "Attention Code" is such that it will direct all MEASURE documents to the intended recipient.

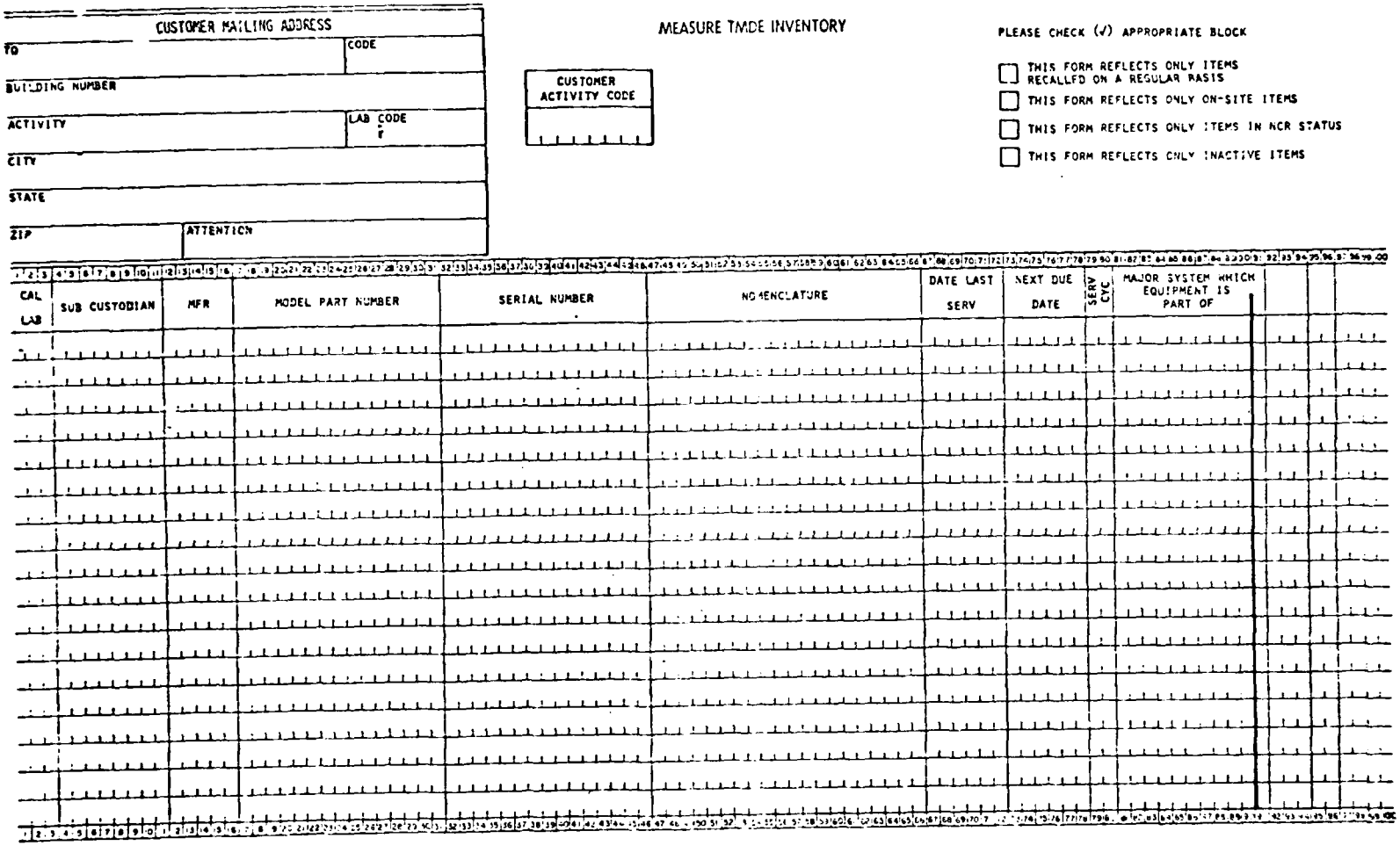


Figure A-1. MEASURE TMDE Inventory Report Form.

CUSTOMER MAILING ADDRESS

TO | CODE

BUILDING NUMBER

ACTIVITY | LAB CODE

CITY

STATE

ZIP | ATTENTION

MEASURE CALIBRATION STANDARDS INVENTORY

CUSTOMER ACTIVITY CODE

PLEASE CHECK (√) APPROPRIATE BLOCK

- ☐ THIS FORM REFLECTS ONLY ITEMS RECALLED ON A REGULAR BASIS
- ☐ THIS FORM REFLECTS ONLY ITEMS IN NCR STATUS
- ☐ THIS FORM REFLECTS ONLY INACTIVE ITEMS

CAL LAB	SUB CUSTODIAN	MFR	MODEL PART NUMBER	SERIAL NUMBER	NOMENCLATURE	DATE LAST SERV	NEXT DUE DATE	SERV CYC	PLANT ACCOUNT NUMBER	PHASE		

Figure A-2. MEASURE Calibration Standards Inventory Report Form.

A.3.2 TMDE Inventory Report Form Content

Only one category of equipment will be entered on an individual sheet of the TMDE Inventory Report Form. To indicate the category of equipment to which the inventory sheet pertains, check the Blocks provided in the upper right-hand corner of the Form (see Figure A-1) as follows:

a. For equipment normally recalled on a regular basis, check "This Form reflects only items recalled on a regular basis."

b. For equipment calibrated on-site, check "This Form reflects only on-site items."

c. For equipment designated NCR, check "This Form reflects only items in NCR status."

d. For equipment presently held in an inactive status, check "This Form reflects only inactive items."

A.3.3 Completion of Remaining Fields

The remaining fields of the TMDE Inventory Report Form (refer to Figure A-1) will be completed in accordance with the instructions presented in Table A-1.

A.3.4 Calibration Standards Inventory Report Form

Complete the Customer address as indicated in paragraph A.3.1, above. Then, in the upper right-hand corner of the inventory form, check the category of the Calibration Standard that each inventory page will encompass. A separate Inventory Report Form will be completed for items in categories "a" through "c", and the remaining fields will be completed as indicated in "d" through "f", below.

a. "This Form reflects only Calibration Standards recalled on a regular basis."

b. "This Form reflects only Calibration Standards designated Inactive."

c. "This Form reflects only Calibration Standards designated NCR."

d. Complete Items 1 and 2, and Items 4 through 10, as indicated in Table A-1.

e. Item 3 (Subcustodian) always will reflect the three-letter lab code of the submitting activity. This entry may be followed by up to five other characters, if desired; e.g., "QCQ670", etc.

f. Complete the remaining fields in accordance with the instructions contained in Table A-2.

Table A-1. Instructions for Completing Inventory Report Forms.

ITEM NO.	HEADING	ALPHA/ NUMERIC	FIELD MIN-MAX	COMPLETION INSTRUCTIONS	EXAMPLE
1	Customer Activity	A/N	3 8	Enter the three- to eight-character code assigned to the customer activity. In the event that the correct code cannot be determined, request clarification by message from the cognizant METCALREP.	FF1053S MAG11 CVN65 CV63 MMAMD
2	Cal Lab	A	3 3	Enter the three-letter alpha code assigned to the Laboratory or Intermediate Level/Field Calibration Activity into which the equipment will be recalled. (Refer to Appendix F.)	CCA SDB QHQ PBT
3	Sub-Custodian	A/N	3 8	The subcustodian code is a three- to eight-character code assigned an element within, or supported by, a customer activity. Fleet activities utilize 3M work center designators where applicable. If the equipment is owned by the subcustodian, place an asterisk (*) before the first character of the subcustodian's code. If the equipment is a Standard, the first three characters entered must be a valid corresponding lab code. If the Standard is owned by the subcustodian, the first three characters entered must be a valid corresponding lab code, and these must be followed by an asterisk (*); this then may be followed by the subcustodian's code.	670 352210 620 VF124 *VF124 YVA*ORD

Table A-1. (Continued)

ITEM NO.	HEADING	ALPHA/ NUMERIC	FIELD MIN-MAX	COMPLETION INSTRUCTIONS	EXAMPLE
4	Mfr	A/N	3 5	Enter the five-character alpha/numeric, three-letter alpha, or five-digit numeric code. Refer to the Metrology Requirements List (METRL); the NAVSUP Manuals H4-1 or H4-2, H8-1 or H8-2; and MEASURE Format 18, as applicable. All equipment submitted to Intermediate Level/Field Calibration Activities will be identified by the five-digit numeric, or five-character alpha/numeric code. 80058 (Joint Army/Navy) and 10001 (Naval Avionics Facility, Indianapolis) are not acceptable, since these codes do not specify a usable manufacturer.	HEA 28480 A1273
5	Model No.	A/N	1 15	The one- to fifteen-character alpha/numeric part designation, taken from the name plate of the equipment, is to be used. If the part number cannot be determined, use the model number. No special characters are allowed; i.e., slashes; dashes; or asterisks, except that dashes occurring between numerics must be included. The model number field cannot be left blank. If an item, such as a gauge, has no model/part number, indicate the range of the item in this field; e.g., for a gauge with a range of 0-150 psi, enter 0-150 psi. The field must be completed to be processed into the computer.	128SEAV1536 SG317A ANURM34 0-150PSI

Table A-1. (Continued).

ITEM NO.	HEADING	ALPHA/ NUMERIC	FIELD MIN-MAX	COMPLETION INSTRUCTIONS	EXAMPLE
6	Serial No.	A/N	1 15	Enter the equipment serial number. If there is no serial number, a serial number must be assigned and permanently affixed to the equipment by etching, stamping, etc. For all customer activities operating under the provisions of OPNAVINST 4790.2A, procedures set forth in paragraph 704 a(1)(b), Volume III, of the Naval Aviation Maintenance Program (NAMP) shall be adhered to with regard to the assignment of serial numbers. All other customer activities shall adhere to current instructions pertaining to serial number assignments. All customer-assigned serial numbers shall be treated in the same manner as manufacturers' serial numbers, and every effort must be made to prevent any duplication of assigned numbers within a model/part number designation. For instance, when an item of equipment is lost or surveyed, the serial number that was assigned to that item never should be reassigned to the replacement item.	4520628-164C (Manufacturer) P9C005 (Customer Assigned)

Table A-1. (Continued).

ITEM NO.	HEADING	ALPHA/ NUMERIC	FIELD MIN-MAX	COMPLETION INSTRUCTIONS	EXAMPLE
7	Nomen-clature	A/N	1 20	This entry is to be a one- to twenty-character alpha/numeric description of the equipment. Nomenclatures entered should be the same as shown on nameplate. If required, abbreviations may be used.	O Scope Gauge Test Set
8	Date Last Serv			Leave this Item blank.	
9	Next Due Date	N	6 6	Enter the month, day and year that the equipment is next due for calibration. Julian dates are not acceptable. Calibration cycles to be used in determining the next due date are found in the Metrology Requirements List (METRL), or in other applicable instructions. NOTE: If the dates used fall prior to the date on which the Recall Schedule is printed, those items cannot be recalled; therefore, this entry must be projected at least 90 days in the future.	092575
10	Serv Cyc	A/N	2 2	Enter a two-digit number indicating the number of months between the date that the equipment is calibrated and the next date that it is due for calibration. The Servicing Cycle "NR" must be entered for all NCR items. (Continued)	12 06 03 NR

Table A-1. (Concluded).

ITEM NO.	HEADING	ALPHA/ NUMERIC	FIELD MIN-MAX	COMPLETION INSTRUCTIONS	EXAMPLE
				Do Not use the code "SR" when indicated in the METRL, as it indicates "See Remarks" in the METRL and is NOT a valid cycle.	
11	Major System Which Equipment Is Part Of	A/N	0 10	If applicable, enter the model number of the major system of which the listed equipment is a component. Ensure inclusion of "AN" when this designation is a part of the system designator; e.g., ANARM 22A. Remove all special characters, as in Item 5.	

NOTE: Items calibrated on-site will be entered by major system model/part number, and serial number; e.g., ANARM 22; HCT 10. Only one METER Card will be generated for each item/system calibrated on-site.

Table A-2. Instructions for Completing Specific Fields of the Calibration Standards Inventory Report Form.

ITEM NO.	HEADING	ALPHA/ NUMERIC	FIELD MIN-MAX	COMPLETION INSTRUCTIONS	EXAMPLE
11	Plant Account Number	A/N	6 11	Enter Plant Account Number assigned to the equipment if applicable.	60035893478
12	Phase	A/N	2 3	Enter 1T, 2T, or 3T for Type I, Type II, or Type III Standards, respectively. For Intermediate Level/Field Calibration Activity Standards, enter the phase to which the Standard is assigned.	1T 2T 3T A1 C2

APPENDIX B

COMPLETION OF MEASURE METER CARD

APPENDIX B

COMPLETION OF MEASURE METER CARD

B.1 GENERAL

The Metrology Equipment Recall and Report (METER) Card, shown in Figure B-1, is the source of all data within MEASURE subsequent to the submission of the initial Inventory Report Forms. The only exceptions to this are the "Add-On-Inventories" described previously in Appendix A, paragraph A.2. The information entered on the METER Cards is keypunched into computer data banks and impacts upon the accuracy of all data contained in the various MEASURE products. All customer and calibration activity personnel who are required to make entries on METER Cards are reminded that computers cannot think. Thus, computers will accept, and will attempt to correlate, anything fed into the data banks. Therefore, the importance of accuracy, legibility, consistency, and thoroughness in the completion of METER Cards cannot be overemphasized. In the event that a MEASURE customer activity processes a METER Card for any purpose other than "Add To Inventory" or to correct a preprinted METER Card, and the METER Card being processed identifies the equipment in any manner that is different from the identification previously entered into that customer's data base by the MOCC, then the equipment listed on this METER Card will be considered to be "unmatched." Such equipment will appear on the Unmatched Listing (Format 215) issued by the MOCC. See Figure D-28 and Appendix I, paragraph I.21. To reduce errors to a minimum, personnel who are entering data on handscribed METER Cards should obtain as much data as possible from the computer printout of the customer's Test Equipment Inventory (Formats 310 and 311). When using preprinted cards, care also should be exercised in filling out the remainder of the blocks on the card.

B.2 COMPLETION INSTRUCTIONS

The METER Card will be completed in accordance with the instructions contained in Table B-1 which, because of its length, has been placed at the end of this Appendix.

B.3 UTILIZATION OF COLOR-CODED COPIES

The METER Card is a five-part form which has been color-coded to assist in its use, and for ease of handling. The five color-coded parts, or copies, of this document are to be used as follows:

a. White Copy. Customer activities will submit this copy to the MEASURE Operational Control Center when any action, or status change, under customer cognizance requires a data input to update the data base. Upon completion of a calibration/service transaction by calibration activity personnel, this copy is to be forwarded to the MEASURE Operational Control Center (MOCC), and it will become the source document from which information is to be entered into the data base. This copy will be forwarded to the MOCC on the same day that any transaction is accomplished.

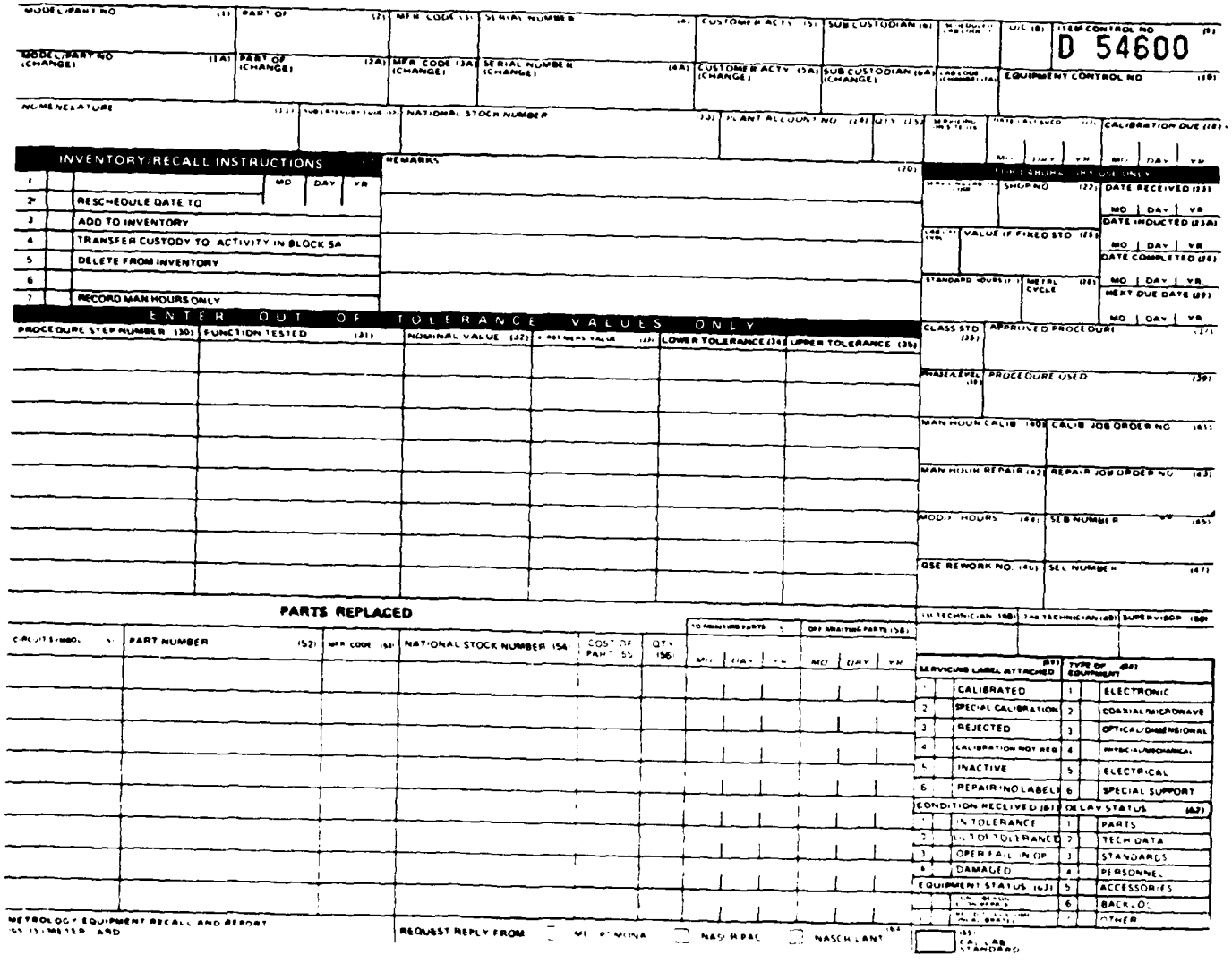


Figure B-1. MEASURE METER Card.

b. Green Copy. This copy is for use by calibration activity personnel, as desired.

c. Yellow Copy. This copy is for use by calibration activity personnel as a means to advise the MEASURE Operational Control Center that the equipment documented thereon is in a delay status, and to indicate the cause of the delay. This copy shall be submitted when the delay occurs.

d. Pink Copy. This copy, when completed, is forwarded by the calibration activity to the customer activity to provide a report of the data collected during calibration/servicing.

e. Buff Copy. This copy is to be utilized by the calibration activity as a permanent record of work performed. NOTE: The Equipment Identification and Receipt Tag, although attached to the METER Card, is a separate form. This form should be processed as described in Appendix C.

Table B-1. Instructions for Completing METER Card.

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
1	Model/ Part No. (Mandatory Entry)	A/N	Enter the Part Number designation of the equipment to be calibrated/serviced. (Do not use container designation, etc.) If Part Number cannot be determined, use Model Number. See Table A-1, Item 5. "Do not enter none or nøne".	1	15	SG317
1A*	Model/ Part No. (Change)	A/N	Enter the corrected Model/Part No. designation of the equipment.	1	15	SG317A
2	Part of	A/N	Enter the Model No. of the major system of which the part is a component.	1	10	ANARM22
2A*	Part of (Change)	A/N	Enter the corrected Model No. of the major system of which the part is a component. NOTE: To delete any entry in Block 2, enter "XXXXX" in Block 2A.	1	10	ANARM22A
3	Mfr. Code	A/N	Enter the five-character alpha/numeric, three-letter alpha, or five-digit numeric code. Refer to NAVSUP Manuals H4-2, H4-2, H8-1, or H8-2, or to MEASURE Format 18, available at MEASURE calibration activities, if required. All equipment submitted to Intermediate Level/Field Calibration Activities (Continued)	3	5	HEA 28480 A1273

*See Notes at end of this Table.

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
			will be identified by the five-digit numeric, or the five-character alpha/ numeric code (80058 and 10001 are not acceptable).			
3A*	Mfr. Code (Change)	A/N	Enter the corrected alpha, numeric, or alpha/numeric Mfr.'s code. NOTE: To delete an entry in Block 3, enter "XXXXX" in Block 3A.	3	5	BCA 81349
4	Serial Number (Manda- tory Entry)	A/N	Enter the equipment serial number. If none, a serial number must be assigned. See Table A-1, Item 6. "None or nøne are not allowed".	1	15	45206
4A*	Serial Number (Change)	A/N	Enter the corrected equipment serial number.	1	15	45208
5	Customer Acty. (Manda- tory Entry)	A/N	Enter the code assigned to the cus- tomer activity. See Table A-1, Item 1, and Appendix I, paragraph I.11.	3	8	CVA63 MAG11 CGXXX
5A*	Customer Acty. (Change)	A/N	This Block is used to reflect a trans- fer of pool assets to a new activity.	3	8	CVAN65 LEAMD MAG13

*See Notes at end of this Table.

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
6	Sub-Custo-dian	A/N	Enter the code assigned to the sub-custodian. This is a three- to eight-character code assigned to an element within, or supported by, a customer activity. Fleet activities will utilize 3M work center designators where applicable. If the equipment is owned by the subcustodian, place an asterisk (*) before the first character of the sub-custodian's code. If the equipment is a Standard, the first three characters must be a corresponding lab code, followed by the subcustodian's code. If the Standard is owned by the subcustodian, the first three characters must be a corresponding lab code, followed by an asterisk (*); then followed by the subcustodian's code. See also Appendix I, paragraph I.19.	3	8	670 EE06
6A*	Sub-Custo-dian (Change)	A/N	Corrected, or added, subcustodian assignment. To delete a subcustodian preprinted in Block 6, enter "XXXXX" in this Block.	3	8	EE07 640 220

*See Notes at end of this Table.

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
7	Scheduled Lab Code (Mandatory Entry)	A	Enter the three-character laboratory code assigned to the laboratory or Intermediate Level/Field Calibration Activity scheduled to calibrate the equipment.	3	3	CCA (Concord) SDB (NARF North Isl.) QHQ (MAG 1) KHQ ([redacted] Kitty [redacted]k)
7A*	Scheduled Lab Code (Change)	A	Enter the corrected scheduled laboratory code. If the equipment is to be recalled on a regular basis into a laboratory or calibration activity other than the activity whose code appears in Block 7, enter the new code in Block 7A. All changes of Type 1, 2, or 3 Scheduled Lab Codes must be authorized by the cognizant METCALREP.	3	3	LBQ (AIMD Lemoore) PCC (MCC3)
8	U/C	A/N	For MOCC use only.			
9	Item Control No.	A/N	Printed on form by supplier. Do not alter, or deface, this number.	1	6	170653
10	Equipment Control No.	A/N	This Block reflects the "UNI" Number (Unique Number Identifier), as assigned and preprinted by the MOCC computer.	10	10	79EBVAAAAA 79EBVEAAAB

*See Notes at end of this Table.

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
11*	Nomenclature (Mandatory Entry)	A/N	Enter the noun name of the equipment as shown on the nameplate. Abbreviations may be used, if required.	1	20	Voltmeter O scope Wattmeter
12*	Sub-Category Code	A/N	Enter the Sub-Category (SCAT) Code assigned, as required. A "SCAT" Code identifies equipment required in support of systems listed in the Coordinated Shipboard Allowance List (COSAL). This code may be a 4-digit number suffixed by up to two (2) alpha characters.	4	6	4204 4204AB
13*	National Stock Number	A/N	Enter the National Stock Number of the equipment, less any prefix; suffix; or dashes. (Computer will insert dashes when preprinting number on METER Cards.)	13	13	5965006433367
14*	Plant Account No.	A/N	Enter the Plant Account Number assigned to the equipment.	6	11	60035893478 893478
15*	Qty.	N	Enter the quantity of items to be processed. Because of the requirement for serial numbers on all equipment, the entry in this Block always will be "1."	1	3	1

*See Notes at end of this Table.

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
16*	Servicing On Site (Mandatory Entry	A	Service "On-Site" should be indicated by a "YES" or "Y" for Yes, or "NO" or "N" for No. "YES" or "Y" indicates those items whose size and/or portability make transportation to the calibration activity impractical, and which are authorized for on-site calibration/ service.	1	3	YES NO Y N
17	Date Last Svcd.	N	When handscribing a METER Card, leave this Block blank. On preprinted cards, an entry in this Block indicates the date (month, day, and year) on which the equipment was last calibrated under MEASURE.	6	6	112475
18	Calibration Due	A/N	When handscribing a METER Card, leave this Block blank. On preprinted cards, a date entered in this Block will indicate the month, day, and year on which the next calibration of the equipment is due. If the last reported action on the equipment indicated that calibration was not required, or placed the equipment in an inactive status, Block 18 will indicate "NCR," or "INACT," as appropriate.	3	6	112477 NCR INACT

*See Notes at end of this Table.

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
19 (1)	(Blank)		Leave this Block blank.			
19*(2)	Resched-ule Date To:		If the customer requires a change in the "Scheduled Due Date," enter the new date on which the item will be due for calibration, indicated by month, day, and year. NOTE: If this Block is checked, the only other entries required on a preprinted METER Card are in Block 26 and Block 50. See Figure D-5.	6	6	012476
19*(3)	Add To Inventory		A check in this Block will indicate that the equipment is to be added to the customer's inventory. An entry in this Block also requires entries in Block 26 (enter current date); Block 29 (enter date next due for calibration); and Block 50 (initials of the supervisor review-ing the METER Card). If man-hours and a servicing laboratory also are documented, Block 26 should indicate the calibration completion date. NOTE: When this Block is checked, no entries are allowed in Blocks 1A through 7A.	1	1	

*See Notes at end of this Table.

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
19 (4)	Transfer Custody To:		This Block is used only to transfer pool items. See Figures D-19, D-20, D-21, and D-22.	1	1	
19*(5)	Delete From Inventory		A check in this Block will delete the item from the customer's inventory and from recall. No replacement METER Card will be generated. NOTE: When this Block is checked, no entries are allowed in Blocks 1A through 7A.	1	1	
19 (6)	(Blank)		Leave this Block blank.			
19 (7)	Record Man Hours Only		A check in this Block will prevent (1) the preprinting of a replacement METER Card by the MOCC, and (2) the updating of the item on the customer's inventory and Recall Schedule. Man-hours documented on the METER Card will be credited to the laboratory whose code appears in Block 21, provided that a valid Customer Activity Code appears in Block 5 and that no entries appear in Blocks 1A through 7A. This is a mandatory entry, when the work is being performed for a non-MEASURE customer. See Appendix D, Figure D-10.	1	1	

*See Notes at end of this Table.

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
20	Remarks	A/N	Enter comments pertaining to equipment, as desired; e.g., "Calibrated for E band only," etc. This Block will be preprinted "Unmatched Item," if the last METER Card received by the MOCC on this item failed to match the item to equipment already on the customer's inventory and Block 19 (3), "Add To Inventory," had not been checked. Block 20 also will be preprinted with the date of the applicable Unmatched Listing, Format 215.			Extended Cal Cycle
21	Servicing Lab Code	A	Enter the three-letter code of the laboratory actually performing the calibration/servicing. If man-hours are documented in Blocks 40, 42, or 44, an entry in this Block is mandatory. Conversely, if no man-hours are entered, this Block must be left blank, with the exception of "Delay Status" reporting. See Figure D-7.	3	3	CCA SDB ACL QBQ
22	Shop No.	A/N	If desired, enter the number assigned to the shop within the scheduled laboratory in which the calibration/servicing is to be performed. If the servicing laboratory and scheduled laboratory are not the same activity, the servicing laboratory will not make an entry, or change, in this Block.	1	5	94330 82234

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
23	Date Received	N	Enter the date that the equipment was received by the servicing laboratory production control personnel, indicated by month, day, and year. If man-hours are documented in Block 40, 42, or 44, an entry in this Block is mandatory. Conversely, if no man-hours are entered, this Block must be left blank, with the exception of delay status reporting.	6	6	012975
23A	Date Inducted	N	Enter the date (month, day, and year) on which calibration/servicing actually commenced on the equipment. If man-hours are documented in Block 40, 42, or 44, an entry in this Block is mandatory. Conversely, if no man-hours are entered, this Block must be left blank,with the exception of delay status reporting. This block may be completed if the item enters delay after induction.	6	6	013075
24	Lab Type	N	Refers to the Type (1, 2, 3, or 4) of the Scheduled Laboratory in Block 7. The proper code for each laboratory type is indicated below: CODE — LAB TYPE 1 — Primary Standards Laboratories The Western Standards Laboratory (WSL) or Eastern Standards Laboratory (ESL). (Continued)	1	1	1, 2, 3, or 4

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE

CODE — LAB TYPE

2 — Secondary Standards Laboratories
Navy Standards Laboratories (NSLs) and Reference Standards Laboratories (RSLs) which perform calibration on Standards.

3 — Calibration Laboratories
Navy Calibration Laboratories (NCLs) and Local Calibration Laboratories (LCLs) which perform calibration on Fleet Activity test equipment. Also includes Fleet Electronic Calibration Laboratories/Fleet Mechanical Calibration Laboratories (FECLs/FMCLs); and Mechanical Instrument Repair/Calibration Shops (MIRCS).

4 — Intermediate Level/Field Calibration Activity
Performs calibration at the Intermediate Level. Includes Aircraft Intermediate Maintenance Departments (AIMDs) and Meter Calibration Facilities (MCFs).

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
25	Value If Fixed Std	N	Enter the numerical value of the Fixed Standard. (NOTE: A decimal point counts as one space in the field size.)	1	10	.000001234
26	Date Completed (Mandatory Entry)	N	This is a mandatory entry on all METER Cards submitted to the MOCC, including yellow copies submitted to report delay status. Entry will indicate the date of the reported transaction, or the date calibration/servicing was completed by the laboratory technician (month, day, and year). (NOTE: An entry in Block 26 also requires that an entry be made in Block 50.)	6	6	013176
27	Standard Hours	N	No handscribed entry will be made in this Block. Indicates the standard time, in hours and tenths, required for calibration, including incidental repair, of the specific equipment. This Block will be preprinted from data supplied by the cognizant METCALREP.	3	4	0.5 1.0
28	METRL Cycle	A/N	Enter the optimum cycle, in months, that a specific model of equipment may remain in service before it requires calibration. This Block will be (Continued)	2	2	06 02 15 NR

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
			preprinted with the cycle as listed. If the METRL does not list an optimum calibration cycle, this Block will be preprinted with the cycle as contained in the MOCC data banks, followed by an asterisk (*). If the item is listed in the METRL as not requiring calibration, the MOCC will preprint "NR" in this Block. Do Not use "SR." It is NOT a valid cycle.			
29	Next Due Date	N	Enter the next due date (month, day, and year) on which the equipment is due to be calibrated. An entry in this Block is mandatory, if either of the following conditions of the METER Card are met: (a) A check is entered in Block 19 (3), "Add To Inventory," and the equipment documented requires periodic calibration and recall. (b) A check is made in either Block 59 (1), "Calibrated," or Block 59 (2), "Special Calibration." NOTE: The next due date should not be less than 90 days in the future, unless the item is being added to inventory and calibrated simultaneously.	6	6	012976

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
30	Procedure Step Number	A/N	Enter the appropriate procedure step number from the respective Calibration/Servicing Manual, corresponding to the "out-of-tolerance" condition.	1	10	1.9.1.6
31	Function	A/N	Enter the noun description of the Function tested which is found "out of tolerance." No special characters are allowed (%, etc.).	1	20	Attenuation
32	Nominal Value	A/N	Enter the "Nominal Value" initially assigned to a Function, as found in the respective procedure. No special characters are allowed (%, L, @, etc.).	1	10	1.28V
33	First Meas. Value	A/N	Enter the value obtained when testing a Function during calibration on the first attempt. No special characters are allowed (%, L, @, etc.).	1	10	.96V
34	Lower Tolerance	A/N	Enter the lower specification, or minimum acceptable value, for a Function tested. No special characters are allowed (%, L, @, etc.).	1	10	1.15V
35	Upper Tolerance	A/N	Enter the upper specification, or maximum acceptable value, for a Function tested. No special characters are allowed (%, L, @, etc.).	1	10	1.32V
36	Class Std	A	This Block will be preprinted by the MOCC from data supplied by the cognizant METCALREP. No handscribed entry will be made in this Block. (Continued)	1	1	A, B, or C

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
			Class Std is a letter representing the method of establishing the Standard Hours. They are represented as follows: A = Engineering Performance Stds. B = Historical Stds. C = Estimated Stds.			
37	Approved Procedure	A/N	This Block will be preprinted with the approved procedure, as listed in the METRL. If the METRL does not list an approved procedure, this Block will be preprinted with the procedure contained in the MOCC data banks, followed by an asterisk (*). No handscribed entry will be made in this Block.	1	15	17-20GG-21
38	Phase/ Level	A/N	For TMDE calibrated under a Phase Package, enter the appropriate Field Calibration Activity Phase of the package used to calibrate the equipment. For Intermediate Level/Field Calibration Activity Standards, enter the phase to which the Standard is assigned. Standards other than Intermediate Level/ Field Calibration Activity Standards will be annotated as follows:	1	3	C1, D2, F2
			1T = Type 1 Std. 2T = Type 2 Std. 3T = Type 3 Std.			1T, 2T 3T
			NOTE: If the level of a Standard cannot be determined, contact the cognizant METCALREP for guidance.			

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
39	Procedure Used	A/N	Enter the procedure used by the technician while performing the calibration. (This entry is required only if the approved procedure in Block 37 is not listed, or if a different procedure is used.)	1	15	LCPPFB038
40	Man Hour Calib.	N	Enter the man-hours required to calibrate the equipment, including incidental repair, in hours and tenths. If an entry is made in this Block, a check also must be entered in Block 59, Item 1, 2, 3, 4, or 5.	3	5	1.0, 1.5, 10.0
41	Calib. Job Order No.	A/N	Enter the Job Order Number against which the calibration work is charged. (As required; not mandatory for all laboratories.)	4	8	81976189 4CA1007
42	Man Hour Repair	N	Enter the man-hours required to repair the equipment, in hours and tenths.	3	5	1.0.1.5, 10.0
43	Repair Job Order No.	A/N	Enter the Job Order Number against which the repair work is charged.	4	8	81976189 5RP826
44	Modif. Hours	N	Enter man-hours, in hours and tenths, required to modify the equipment by officially published Support Equipment Changes, Support Equipment Bulletins, Electronic Information Bulletins, Field Change Numbers, and Ordnance Alterations. All other man-hours required to modify equipment (Continued)	3	4	1.4

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
			will be entered in Block 42. If an entry is made in this Block, an entry also must be made in Block 45 and/or Block 47.			
45	SEB Number	A/N	Enter only officially published Support Equipment Bulletin Number, or the Electronic Information Bulletin (EIB) Number, if applicable. If an entry is made in this Block, an entry also must be made in Block 44.	1	4	1912
46	GSE Rework No.	A/N	This Block will be used only to record the Depot Rework Control Number. This Number is assigned by the cognizant METCALREP to specific items of equipment under his control which require repair which is beyond the capability of Intermediate Level/Field Calibration Activities. Refer to cognizant METCALREP Instructions, as applicable; and to Figure D-15 and D-16, as applicable. NOTE: If this number is not required, leave this Block blank.	5	5	81244 83B28
47	SEC Number	A/N	Enter only officially published Support Equipment Change Number, Ordnance Alteration, or Field Change Number, if applicable. If an entry is made in this Block, an entry also must be made in Block 44.	1	4	2345
48	1st Technician	A/N	Print the initials of, or number assigned to, the Technician(s) performing the work. (Maximum of 3 characters per Block.) If only one Tech-	1	3	HR MGS 64 126

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
49	2nd Technician		nician performs work, ensure that Block 49 is blank.			
50	Supervisor (Mandatory Entry)	A	Print the initials of the Supervisor reviewing the METER Card, NOTE: This ia mandatory entry on all METER Cards.	2	2	AB, CD
51	Circuit Symbol	A/N	Enter the Circuit Symbol (number) of the part of component removed (taken from schematic diagram).	2	8	CR2401 V1202
52	Part Number	A/N	Enter the Part Number of the component part/assembly which has been removed.	1	15	8193566-73892
53	Mfr. Code	A/N	Enter the Mfr. Code of the component part/assembly that was removed.	3	5	28480 HEA A1273
54	National Stock Number	A/N	Enter the National Stock Number assigned to the component part or assembly that was removed (less any prefixes, suffixes, and dashes).	11	13	5945008754406
55	Cost Of Part	N	Enter the numeric dollar value of the component part(s)/assembly(ies) installed, rounded off to the nearest dollar. (Parts cost must reflect total cost of the number of replaced parts shown in Block 56.)	1	5	10 1 2

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
56	Qty.	N	Enter the quantity of parts replaced.	1	2	1 99
57	To Awaiting Parts	N	Enter date that the equipment (Block 1) went into an "awaiting parts" status (month, day, and year). When a delay is encountered, refer to Figure D-7 for further instructions.	6	6	012975
58	Off Awaiting Parts	N	Enter date that the equipment (Block 1) was removed from an "awaiting parts" status (month, day, and year).	6	6	012975
59	Servicing Label Attached		Enter a check (one item only) indicating the service performed on the equipment. (To be entered by the Technician performing the work.) NOTE: If Item 1 or 2 of this Block is checked, entries must also be made in Blocks 29 and 40. 1. Calibrated The equipment was calibrated to full specifications and the label attached. 2. Special Calibration Calibration has not been performed on entire range of equipment, or user has specified other requirements. Appropriate label is attached. (Continued	1	1	

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
			3. Rejected Equipment is rejected and returned to customer activity (cannot be successfully calibrated/serviced). Appropriate label is attached. No entries are allowed in Blocks 29 or 63 item two. Man-hours are required if an entry is made in this block. 4. Calibration Not Required When checking this Block, ensure that there is no entry in Block 29. Appropriate label is attached. 5. Inactive Equipment is placed in an "inactive status" and must be calibrated before use. Appropriate label is attached. See Figure D-11 for further instructions. 6. Repair Only Equipment was inducted for repair only. Calibration was not performed. Man-hours expended are documented in Block 42. Do not alter any existing calibration dates on the equipment. Leave Block 29 blank.			
60	Type Of Equipment		Enter a check in the one item that most closely identifies the functional category of the equipment.	1	1	

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
61	Condition Received		Enter a check in the appropriate item (one only). 1. <u>In Tolerance</u> During calibration/servicing the equipment performed to specifications without adjustment. 2. <u>Out of Tolerance</u> Equipment was received by the Technician with one, or more, of the test functions in an "out of tolerance" condition, requiring adjustment. 3. <u>Oper Fail/In Op</u> Equipment failed, or became inoperative, while in use by the customer and would not operate when checked by the Laboratory Technician, or the equipment failed during calibration. 4. <u>Damaged</u> Damage to the interior, or exterior, of the equipment was detected after receipt.	1	1	
62	Delay Status		Check the appropriate item that most accurately reflects the reason that the equipment is placed in a "delay" status. (Cannot be calibrated/serviced (Continued)	1	1	

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
			on the regularly scheduled/intended date.) Refer to Figure D-7 for amplification and further instructions.			
63	Equipment Status		1. Enter a check, if cost of repairing equipment would exceed acquisition cost, or is otherwise impractical. If an entry is made in this Block, an entry also must be made in Block 59, Item 3. 2. Enter a check if equipment was returned uncalibrated to customer because of the customer's request. Do not check Block 59, Item 3.	1	1	
64	Request Reply From		When questions arise which are related to the equipment identified on the METER Card, enter a check in the appropriate box to indicate to whom the question is directed as follows: a. For technical questions related to equipment performance, calibration procedures, etc., complete a Calibration Problem Referral Card (included with the calibration procedures). Check the "MEC Pomona" Block on the GREEN copy, or on a facsimile copy, of the METER Card and forward it and the Referral Card to the Metrology Engineering Center, Pomona, CA. (Continued)			

Table B-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	COMPLETION INSTRUCTIONS	FIELD MIN	FIELD MAX	EXAMPLE
			b. Operational or policy questions or recommendations regarding MEASURE should be identified on a MEASURE Referral Card (See Appendix E, paragraph E.5). Attach a copy of the METER Card as in "a," above, if desired. Forward to the cognizant METCALREP.			
65	Cal Lab Standard		A check is mandatory, if the equipment documented on the METER Card is a calibration Standard, and is to receive service priority. If an entry is made in this Block, a valid corresponding lab code also must be entered in Block 6, as the first three characters. Additionally, a valid entry must be made in Block 38. (See Figure D-14.)			

NOTES:

1. Changes entered in Blocks 1A through 7A pertain to preprinted information in Blocks 1 through 7. If a METER Card must be handscribed, enter data in Blocks 1 through 7 exactly as shown in the Inventory Format. If changes to this data are required, enter correct data in Blocks 1A through 7A, as applicable. When making changes, do not line through, erase, or otherwise deface the information that has been preprinted or handscribed in Blocks 1 through 7.
(Continued)

Table B-1. (Concluded).

NOTES:

2. Changes required to information already entered in Blocks 11 through 65 can be made by drawing a line through the incorrect data and then entering the correct data in the appropriate Block.

3. If entries are made in Block 19(2), (3), or (5) which will require that changes be made in the test equipment calibration schedule promulgated quarterly by the METCALREPs, all such changes must be reported to the cognizant METCALREP in accordance with current applicable instructions.

4. If preprinted information is present in Blocks 11 through 65 and that information is to be deleted (so that the Block is blank), "X" out each character that is to be deleted.

APPENDIX C

COMPLETION OF EQUIPMENT IDENTIFICATION AND RECEIPT TAG

APPENDIX C

COMPLETION OF EQUIPMENT IDENTIFICATION AND RECEIPT TAG

C.1 GENERAL

The Equipment Identification and Receipt Tag, shown in Figure C-1, is attached to the METER Card. Both the METER Card and the Equipment Identification and Receipt Tag bear the same Item Control Number which is printed on these forms by the supplier for correlation purposes. Like the METER Card, the Equipment Identification and Receipt Tag is a five-part form which has been color-coded to assist in its use and for ease of handling. Suggested uses for the five parts, or copies, of this form are presented in paragraph C.3.

C.2 COMPLETION INSTRUCTIONS

The Equipment Identification and Receipt Tag will be completed in accordance with the instructions contained in Table C-1, which will be found at the end of this Appendix. Further, Blocks A, B, C, D, E, V, W, X, Y, and Z will be preprinted so that the form can be used in any type of a tracking system.

C.3 UTILIZATION OF COLOR-CODED COPIES

The five color-coded parts, or copies, of the Equipment Identification and Receipt Tag will serve the following purposes:

a. White Copy. This copy is to be signed by calibration activity personnel, and will be returned to the customer activity as a receipt for the equipment.

b. Green Copy. This copy is provided for local use by calibration activity personnel.

c. Yellow Copy. This copy may be used as a suspense document by calibration activity personnel to show that the YELLOW copy of the METER Card, indicating that the equipment is in "Delay Status," has been submitted to the MEASURE Operational Control Center.

d. Pink Copy. This copy is to be used by calibration activity personnel as a control document (Visual Information Display System (VIDS), etc.). It also may be used as a receipt for the calibration activity, when signed by the customer at the time the equipment is returned.

e. Buff Copy. This copy remains with the equipment while the equipment is at the calibration activity, and is returned to the customer, along with the equipment.

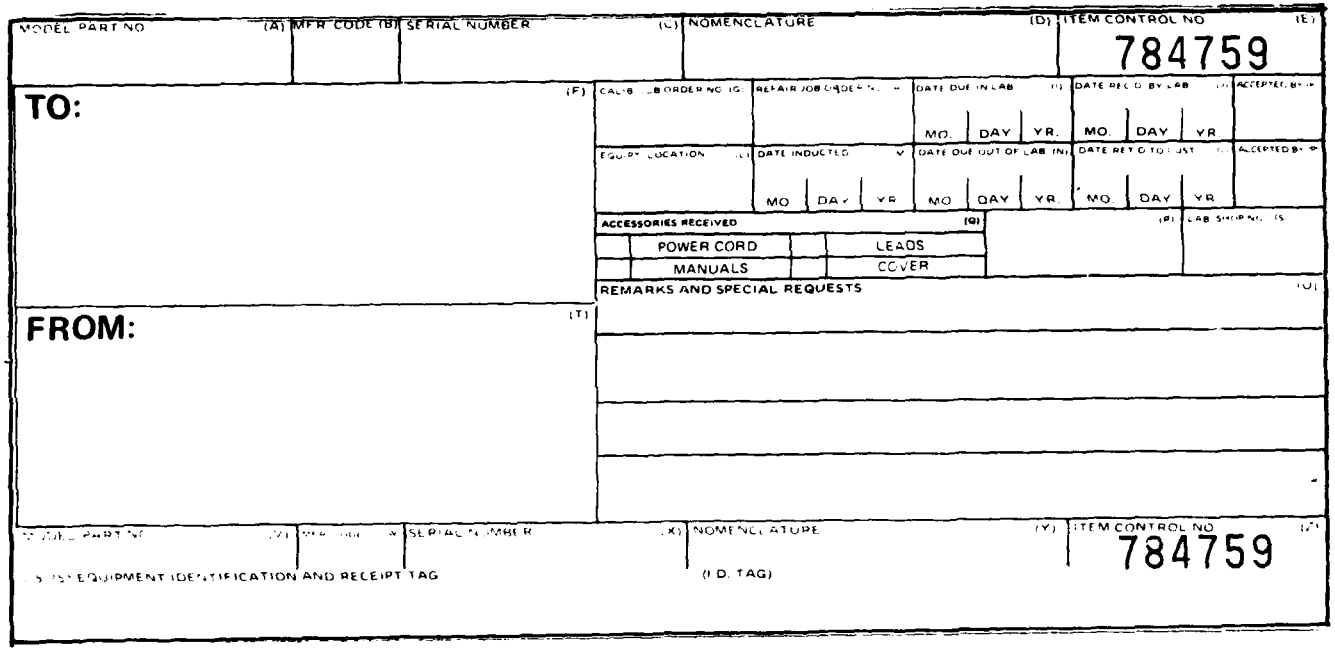


Figure 6-1. Equipment Identification and Receipt Tag.

Table C-1. Instructions for Completing Equipment Identification and Receipt Tag.

BLOCK	TITLE	ALPHA/ NUMERIC	FIELD MIN	FIELD MAX	COMPLETION INSTRUCTIONS	REMARKS
A&V	Model/ Part No.	A/N	1	15	The Model/Part No. designation of the equipment to be calibrated/serviced.	Entry will be handscribed by customer, or preprinted by MOCC. Identical to Block 1 on METER Card.
B&W	Mfr. Code	A/N	3	5	The Manufacturer's Code (see Table B-2, Block 3).	Entry will be handscribed by customer, or preprinted by MOCC. Identical to Block 3 on METER Card.
C&X	Serial Number	A/N	1	15	Equipment Serial Number (see Table A-1, Item 6).	Entry will be handscribed by customer, or preprinted by MOCC. Identical to Block 4 on METER Card.
D&Y	Nomen-clature	A/N	1	20	Noun name of the equipment.	Entry will be handscribed by customer, or preprinted by MOCC. Identical to Block 11 on METER Card.
E&Z	Item Control No.	A/N	1	6	Printed on form by supplier of form.	Identical to Block 9 on METER Card.
F	To: (Address)	A/N			Complete mailing address of the servicing laboratory.	Entry will be handscribed by customer, or preprinted by MOCC. Identical to address in Format 105 for laboratory shown in Block 7 on METER Card.

Table C-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	FIELD MIN	FIELD MAX	COMPLETION INSTRUCTIONS	REMARKS
G	Calib. Job Order No.	A/N	4	8	The Job Order Number against which the calibration work is charged. (As required; not mandatory for all laboratories.)	Laboratory personnel will enter the same information as is entered in Block 41 on METER Card.
H	Repair Job Order No.	A/N	4	8	The Job Order Number against which the repair work is charged. (As required; not mandatory for all laboratories.)	Laboratory personnel will enter the same information as is entered in Block 43 on METER Card.
I	Date Due In Lab	N	6	6	Date equipment is due in laboratory for calibration. Indicated by month, day, and year.	Entry will be handscribed by customer, or preprinted by MOCC. Identical to Block 18 on METER Card.
J	Date Rec'd By Lab	N	6	6	Date equipment was received by production control personnel of the calibration activity. Indicated by month, day, and year.	Laboratory personnel will enter the same information as is entered in Block 23 on METER Card.
K	Accepted By	A	3	3	Initials of person (lab) receiving the equipment.	For use by laboratory.
L	Equipt. Location	A/N			As desired.	For use by laboratory.

Table C-1. (Continued).

BLOCK	TITLE	ALPHA/ NUMERIC	FIELD MIN	FIELD MAX	COMPLETION INSTRUCTIONS	REMARKS
M	Date Inducted	N	6	6	Enter the date (month, day, and year) that calibration/ servicing actually commenced on the equipment.	Laboratory personnel will enter the same information as is entered in Block 23A on METER Card.
N	Date Due Out Of Lab	N			Date due out of laboratory due to work load scheduling (month, day, and year).	For use by laboratory.
O	Date Ret'd to Cust.	N			Date that equipment is picked up by customer (month, day, and year).	For use by customer.
P	Accepted By	A			Initials of person (customer) receiving the equipment.	For use by customer.
Q	Accessories Received				Check those items that are received with equipment.	For use by laboratory.
R	(Blank)	A			Will indicate if equipment is a Standard.	Entry will be preprinted by MOCC.
S	Lab Shop No.	A/N	1	5	The number assigned to the shop within the scheduled laboratory in which calibration/servicing will be performed.	Laboratory personnel will enter the same information as is entered in Block 22 on METER Card.

Table C-1. (Concluded).

BLOCK	TITLE	ALPHA/ NUMERIC	FIELD MIN	FIELD MAX	COMPLETION INSTRUCTIONS	REMARKS
T	From: (Address)	A/N			Complete mailing address of the customer.	Entry will be handscribed by customer, or preprinted by MOCC. Identical to the address in Format 100 for the customer activity shown in Block 5 on METER Card.
U	Remarks and Special Requests	A/N			Self-explanatory.	For use either by customer or by laboratory. User should identify whom entry is from and to whom it is addressed.

APPENDIX D

EXAMPLES OF METER CARD TRANSACTIONS

APPENDIX D

EXAMPLES OF METER CARD TRANSACTIONS

D.1 GENERAL

A series of figures are presented in this Appendix to provide examples of the various transactions for which the METER Card is used, and to serve as a guide to users of the Card in its preparation for the accomplishment of similar types of transactions.

D.2 LISTING OF EXAMPLES

A listing of the examples of the METER Card transactions contained in this Appendix is presented below to assist users of the METER Card in identifying pertinent examples.

FIGURE	DESCRIPTION
D-1	Example of Changes to METER Card Information
D-2	Example of "Repair Only" Documentation
D-3	Example of Calibration/Servicing in Other Than Scheduled Calibration Activity
D-4	Example of Change of Scheduled Calibration Activity
D-5	Example of Calibration Due Date Rescheduling
D-6	Example of "Delete From Inventory/Change of Custodian"
D-7	Example of "Delay Status" Documentation
D-8	Example of Use of "Equipment Status"
D-9	Example of Handscribed METER Card for MEASURE Customers
D-10	Example of Handscribed METER Card for Non-MEASURE Customers
D-11	Example of Placing Equipment in an Inactive Status
D-12	Example of Removing Equipment from an Inactive Status.
D-13	Example of Reporting New 30-Day Cycle Equipment
D-14	Example of Addition of Standard to Formats 310 or 311
D-15	Example of Rejected Item

(FIGURES D-1 THROUGH D-30, AS LISTED
ON PAGES D-1 AND D-2, ARE PRESENTED
IN THE PAGES WHICH FOLLOW.)

Field	Entry
MODEL/PART NO (1)	SG317
PART OF (2)	ANARM22
MFR CODE (3)	45367
SERIAL NUMBER (4)	AFB462
CUSTOMER ACTY (5)	MAG11
SUB CUSTODIAN (6)	610
(7)	PCC
U/C (8)	
ITEM CONTROL NO (9)	D 54600
MODEL/PART NO (CHANGE) (1A)	SG317A
PART OF (CHANGE) (2A)	ANARM22A
MFR CODE (CHANGE) (3A)	
SERIAL NUMBER (CHANGE) (4A)	
CUSTOMER ACTY (CHANGE) (5A)	
SUB CUSTODIAN (CHANGE) (6A)	XXXXX
EQUIPMENT CONTROL NO. (10)	
NOMENCLATURE (11)	RADIO TEST SET
NATIONAL STOCK NUMBER (13)	5970003456387 (replaces ~~5970003456783~~)
PLANT ACCOUNT NO (14)	
QTY (15)	1
(16)	YES
DATE LAST SVCD (17)	04 13 75
CALIBRATION DUE (18)	10 14 75

INVENTORY RECALL INSTRUCTIONS

			MO	DAY	YR
1					
2		RESCHEDULE DATE TO			
3		ADD TO INVENTORY			
4		TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5		DELETE FROM INVENTORY			
6					
7		RECORD MAN HOURS ONLY			

REMARKS (20)

Field	Entry
(21)	PCC
SHOP NO (22)	
DATE RECEIVED (23)	10 15 75
DATE INDUCTED (23A)	10 16 75
DATE COMPLETED (26)	10 21 75
NEXT DUE DATE (29)	04 21 76
(24)	3
VALUE IF FIXED STD (25)	
STANDARD HOURS (27)	
METRL CYCLE (28)	06
CLASS STD (36)	
APPROVED PROCEDURE (37)	17-20GD-21
(38)	
PROCEDURE USED (39)	
MAN HOUR CALIB (40)	4.0
CALIB JOB ORDER NO (41)	
MAN HOUR REPAIR (42)	
REPAIR JOB ORDER NO (43)	
MODIF HOURS (44)	
SEB NUMBER (45)	
GSE REWORK NO. (46)	
SEC NUMBER (47)	
1st TECHNICIAN (48)	42
2nd TECHNICIAN (49)	16
SUPERVISOR (50)	SK

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	(33)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO AWAITING PARTS (57) MO	DAY	YR	OFF AWAITING PARTS (58) MO	DAY	YR

SERVICING LABEL ATTACHED (59)		TYPE OF EQUIPMENT (60)	
1	X CALIBRATED	1	X ELECTRONIC
2	SPECIAL CALIBRATION	2	COAXIAL/MICROWAVE
3	REJECTED	3	OPTICAL/DIMENSIONAL
4	CALIBRATION NOT REQ	4	PHYSICAL/MECHANICAL
5	INACTIVE	5	ELECTRICAL
6	REPAIR (NO LABEL)	6	SPECIAL SUPPORT

CONDITION RECEIVED (61)		DELAY STATUS (62)	
1	X IN TOLERANCE	1	PARTS
2	OUT OF TOLERANCE	2	TECH DATA
3	OPER FAIL IN OP	3	STANDARDS
4	DAMAGED	4	PERSONNEL
EQUIPMENT STATUS (63)		5	ACCESSORIES
		6	BACKLOG
		7	OTHER

METROLOGY EQUIPMENT RECALL AND REPORT (65/75) METER CARD

REQUEST REPLY FROM: MEC POMONA / NASRPAC / NASCR LANT (64)

(65) CAL LAB STANDARD

Figure D-1. Example of Changes to METER Card Information.
(Page 1 of 2)

INSTRUCTIONS

1. If changes are desired to information concerning Model/Part No., Part Of, Mfr. Code, Serial Number, Customer Activity, Subcustodian, or Scheduled Lab Code shown in Blocks 1 through 7, enter the correct information in the corresponding Blocks (1A through 7A). Do not line through any information entered in Blocks 1 through 7.

2. Changes to Blocks other than 1 through 7 may be made by lining through the incorrect information and entering the new information above or below the incorrect data.

3. Block 26 (Date Completed) must be filled out to show the date of change, if the METER Card is submitted only to record changes, or to show the date that calibration was completed, if such calibration is reported concurrently with changes.

4. Only the customer should make changes to data contained in Blocks 1 through 6. The customer or the laboratory may make a change to the data in Block 7. (See Appendix B, Table B-2, Block 7A and Appendix G, paragraph G.1.) Changes in Blocks 5 and 7 must have the approval of the cognizant METCALREP if changes to published calibration schedules will result.

5. To delete Part Of (Block 2), Mfr. Code (Block 3), or Subcustodian (Block 6), enter XXXXX in Block 2A, 3A, or 6A, as applicable.

6. The initials of the Supervisor who reviews the METER Card must be entered in Block 50.

Figure D-1. Example of Changes to METER Card Information.
(Page 2 of 2)

MODEL/PART NO (1): ANUSM116A
PART OF (2):
MFR CODE (3): 21643
SERIAL NUMBER (4): 235674
CUSTOMER ACTY (5): MAW112
SUB CUSTODIAN (6): 210
NIQ
ITEM CONTROL NO (9): D 54600
MODEL/PART NO (CHANGE) (1A) | PART OF (CHANGE) (2A) | MFR CODE (CHANGE) (3A) | SERIAL NUMBER (CHANGE) (4A) | CUSTOMER ACTY (CHANGE) (5A) | SUB CUSTODIAN (CHANGE) (6A) | EQUIPMENT CONTROL NO (10)

NOMENCLATURE (11): ELECT MULTIMETER
NATIONAL STOCK NUMBER (13): 6125-00-432-9943
PLANT ACCOUNT NO (14)
QTY (15): 1
NO
DATE (17): 03 13 75
CALIBRATION DUE (18): 06 13 75

INVENTORY RECALL INSTRUCTIONS		MO	DAY	YR
1				
2	RESCHEDULE DATE TO			
3	ADD TO INVENTORY			
4	TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5	DELETE FROM INVENTORY			
6				
7	RECORD MAN HOURS ONLY			

REMARKS (20):

NIQ
SHIP NO (22):
DATE RECEIVED (23): 04 19 75
DATE INDUCTED (24): 04 21 75
4
VALUE IF FIXED STD (25):
DATE COMPLETED (26): 04 24 75
STANDARD HOURS
METRL CYCLE: 03
NEXT DUE DATE (29): MO DAY YR

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST MEAS VALUE	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

CLASS STD (36):
APPROVED PROCEDURE (37): 17-20VQ-04
PHASE LEVEL: A1
PROCEDURE USED (38):
MAN HOUR CALIB (40) | CALIB JOB ORDER NO (41)
MAN HOUR REPAIR (42): 18.4
REPAIR JOB ORDER NO (43)
MODIF HOURS (44) | SEB NUMBER (45)
GSE REWORK NO (46) | SEC NUMBER (47)
TECHNICIAN (48): AR
TECHNICIAN (49)
SUPERVISOR (50): JK

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO AWAITING PARTS MO	DAY	YR	OFF AWAITING PARTS (58) MO	DAY	YR
704	41935624	91470	5920001163333	56	1						

SERVICING LABEL ATTACHED (59):
1 CALIBRATED
2 SPECIAL CALIBRATION
3 REJECTED
4 CALIBRATION NOT REQ
5 INACTIVE
6 X REPAIR (NO LABEL)

TYPE OF EQUIPMENT (60):
1 X ELECTRONIC
2 COAXIAL/MICROWAVE
3 OPTICAL/DIMENSIONAL
4 PHYSICAL/MECHANICAL
5 ELECTRICAL
6 SPECIAL SUPPORT

CONDITION RECEIVED (61):
1 IN TOLERANCE
2 OUT OF TOLERANCE
3 X OPER FAIL IN OP
4 DAMAGED

DELAY STATUS (62):
1 PARTS
2 TECH DATA
3 STANDARDS
4 PERSONNEL
5 ACCESSORIES
6 BACKLOG
7 OTHER

EQUIPMENT STATUS (63)

METROLOGY EQUIPMENT RECALL AND REPORT (5/75) METER CARD

REQUEST REPLY FROM ☐ MEC POMONA ☐ NASCRPAC ☐ NASCRLANT

CAL LAB STANDARD

Figure D-2. Example of "Repair Only" Documentation.
(Page 1 of 2)

INSTRUCTIONS

1. This transaction occurs when an item is repaired, and calibration has not been accomplished.

2. Enter Date Received, Date Inducted, and Date Completed (Blocks 23, 23A, and 26). Leave Block 29 (Next Due Date) blank.

3. Enter a check in Block 59, Item 6, in cases where "Repair Only" is performed, and in Blocks 60 and 61, as applicable.

4. The Servicing Laboratory shown in Block 21 will receive credit for man-hours in Block 42.

5. The item still will be scheduled into the laboratory on the Calibration Due Date shown in Block 18.

6. The initials of the Technician(s) must be entered in Block 48 (and 49), as required.

7. The initials of the Supervisor who reviews the METER Card must be entered in Block 50.

Figure D-2. Example of "Repair Only" Documentation.
(Page 2 of 2)

Field	Value
MODEL/PART NO (1)	3310A
PART OF (2)	
MFR CODE (3)	28480
SERIAL NUMBER (4)	123456
CUSTOMER ACTY (5)	VQ1
SUB CUSTODIAN (6)	670
(7)	SDB
U/C (8)	
ITEM CONTROL NO (9)	D 54600
MODEL/PART NO (CHANGE) (1A)	
PART OF (CHANGE) (2A)	
MFR CODE (CHANGE) (3A)	
SERIAL NUMBER (CHANGE) (4A)	
CUSTOMER ACTY (CHANGE) (5A)	
SUB CUSTODIAN (CHANGE) (6A)	
EQUIPMENT CONTROL NO (10)	
NOMENCLATURE (11)	FUNCTION GENERATOR
NATIONAL STOCK NUMBER (13)	5840-00-675-3249
PLANT ACCOUNT NO (14)	
QTY (15)	1
(16)	NO
DATE LAST SVCD (17)	09 14 74
CALIBRATION DUE (18) MO DAY YR	03 14 75

INVENTORY RECALL INSTRUCTIONS

		MO	DAY	YR
1				
2	RESCHEDULE DATE TO			
3	ADD TO INVENTORY			
4	TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5	DELETE FROM INVENTORY			
6				
7	RECORD MAN HOURS ONLY			

REMARKS (20)

Field	Value
(21)	NXL
SHOP NO (22)	
DATE RECEIVED (23) MO DAY YR	03 10 75
VALUE IF FIXED STD (25)	
DATE INDUCTED (23A) MO DAY YR	03 11 75
DATE COMPLETED (26) MO DAY YR	03 16 75
STANDARD HOURS (27)	
METRL CYCLE (28)	06
NEXT DUE DATE (29) MO DAY YR	09 16 75
CLASS STD (36)	
APPROVED PROCEDURE (37)	LCP-MET-306
PROCEDURE USED (39)	
MAN HOUR CALIB (40)	1.2
CALIB JOB ORDER NO (41)	465321
MAN HOUR REPAIR (42)	
REPAIR JOB ORDER NO (43)	
MOD HOURS (44)	
SEB NUMBER (45)	
GSE REWORK NO. (46)	
SEL NUMBER (47)	
1ST TECHNICIAN (48)	36
2ND TECHNICIAN (49)	
SUPERVISOR (50)	JK

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST MEAS VALUE (33)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO AWAITING PARTS (57) MO DAY YR	OFF AWAITING PARTS (58) MO DAY YR

SERVICING LABEL ATTACHED (59)

1	X	CALIBRATED
2		SPECIAL CALIBRATION
3		REJECTED
4		CALIBRATION NOT REQ
5		INACTIVE
6		REPAIR (NO LABEL)

TYPE OF EQUIPMENT (60)

1	X	ELECTRONIC
2		COAXIAL/MICROWAVE
3		OPTICAL/DIMENSIONAL
4		PHYSICAL/MECHANICAL
5		ELECTRICAL
6		SPECIAL SUPPORT

CONDITION RECEIVED (61)

1	X	IN TOLERANCE
2		OUT OF TOLERANCE
3		OPER FAIL IN OP
4		DAMAGED

DELAY STATUS (62)

1	PARTS
2	TECH DATA
3	STANDARDS
4	PERSONNEL
5	ACCESSORIES
6	BACKLOG
7	OTHER

EQUIPMENT STATUS (63)

METROLOGY EQUIPMENT RECALL AND REPORT (65-15) METER CARD

REQUEST REPLY FROM ☐ MEF POMONA ☐ NASCR PAC ☐ NASCR LANT (64)

(65) ☐ CAL LAB STANDARD

Figure D-3. Example of Calibration/Servicing in other than Scheduled Calibration Activity. (Page 1 of 2)

INSTRUCTIONS

1. When calibration of equipment is required to be performed by a calibration activity other than the one indicated in Block 7, either on a one-time basis or for TDY or deployed units, enter the servicing calibration activity code in Block 21. Do not make an entry in Block 7A. Do not make an entry in Block 22.

2. Complete the METER Card as shown in this example (as a minimum).

3. The calibration activity indicated in Block 21 will receive credit for any man-hours entered in Blocks 40, 42, or 44. The equipment, however, will be recalled to the activity shown in Block 7 on the date shown in Block 29.

4. Block 41 should be completed, as applicable.

5. The initials of the Supervisor who reviews the METER Card must be entered in Block 50.

Figure D-3. Example of Calibration/Servicing in other than Scheduled Calibration Activity. (Page 2 of 2)

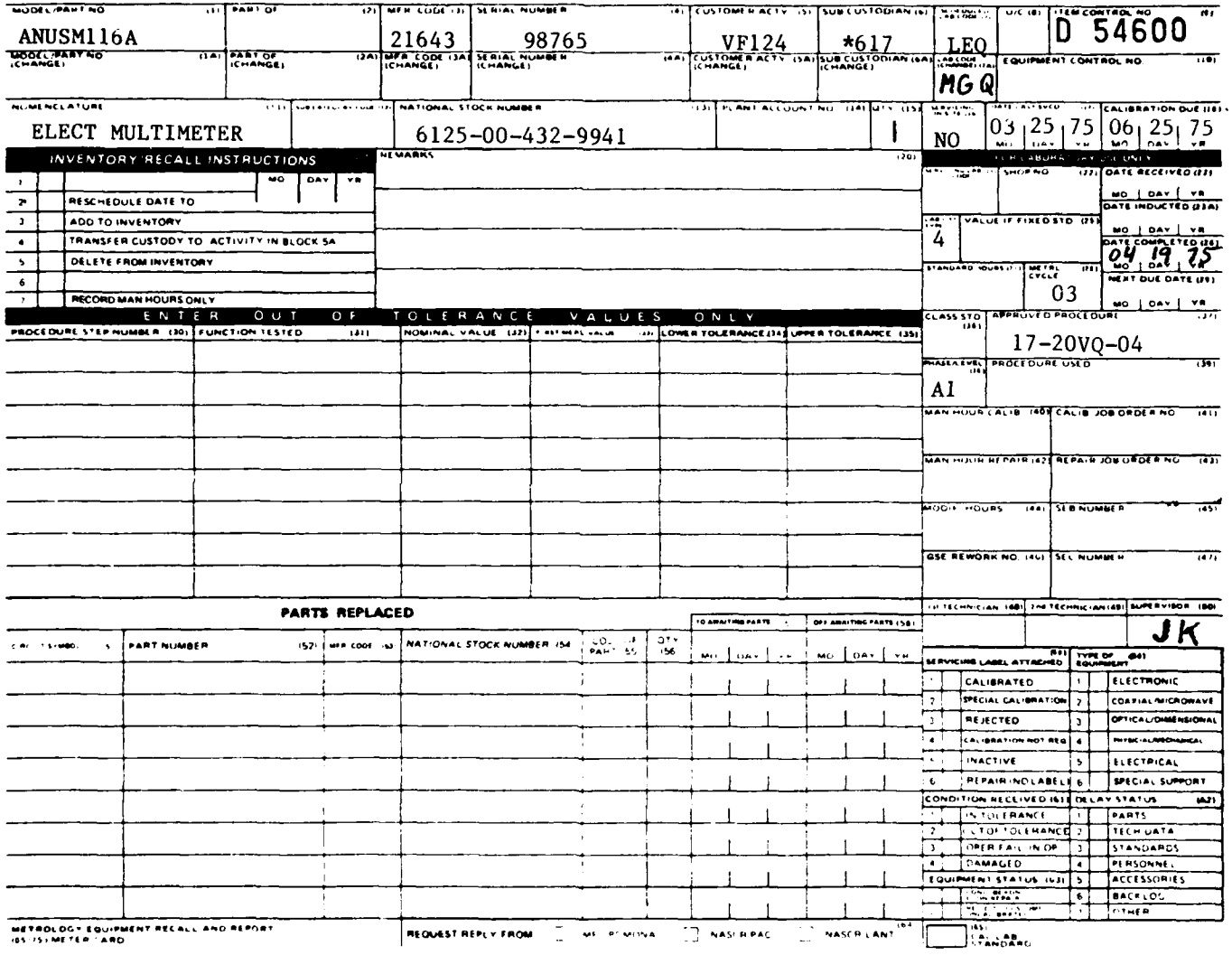


Figure D-4. Example of Change of Scheduled Calibration Activity.
(Page 1 of 2)

INSTRUCTIONS

1. To have equipment recalled to a different calibration activity; e.g., because of a change in the geographical location of the customer, enter the code of the new activity in Block 7A, and the date of the transaction in Block 26.

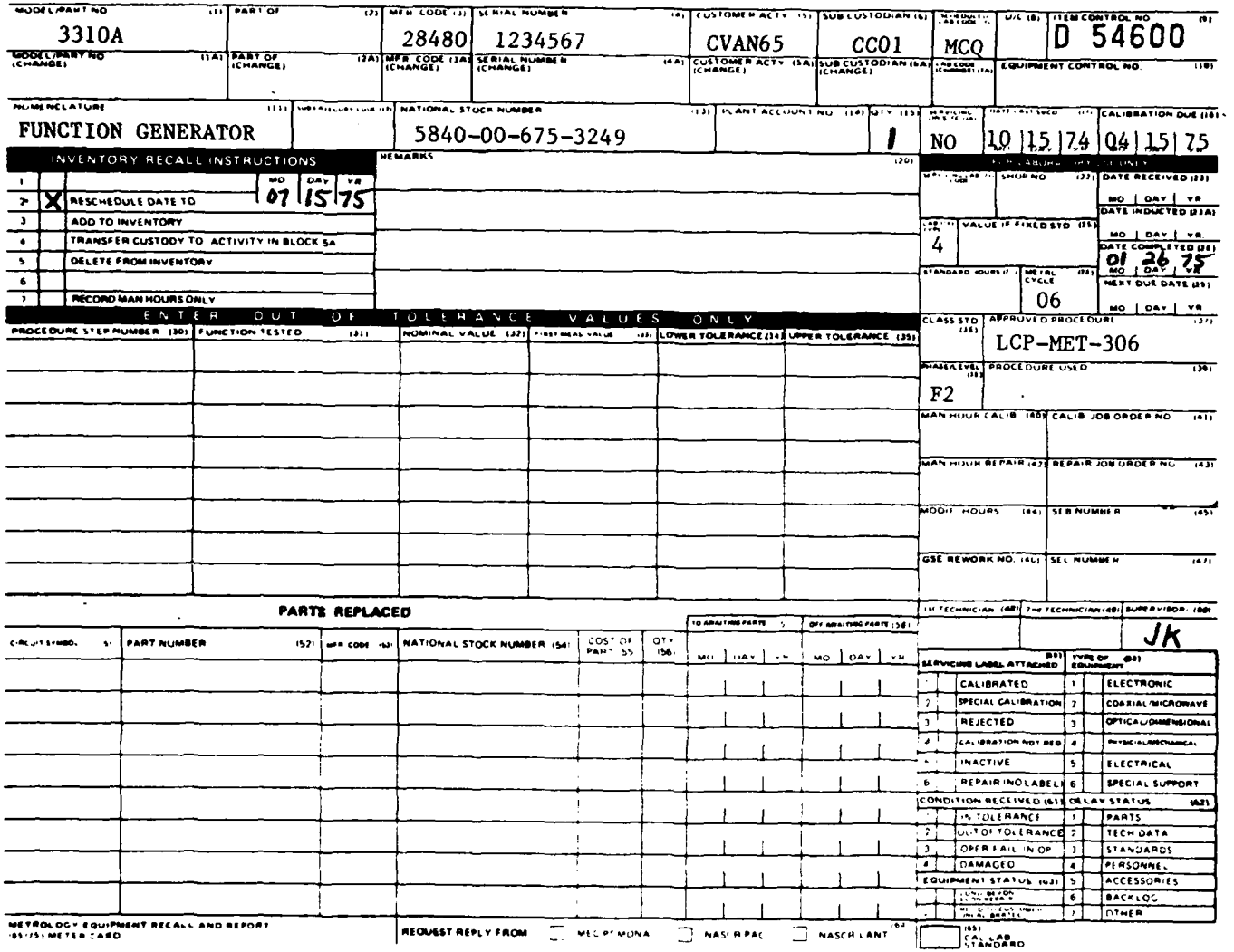
2. The laboratory also may change Block 22 and Block 24, if applicable, at this time. Do not change Blocks 27 or 36; this will be done automatically.

3. The next preprinted METER Card will reflect the new code in Block 7, and Recall Schedules will be mailed accordingly.

4. The transaction shall be made only upon authority granted by the cognizant METCALREP, if the transaction affects Types I, II, or III Calibration Laboratories.

5. The initials of the Supervisor who reviews the METER Card must be entered in Block 50.

Figure D-4. Example of Change of Scheduled Calibration Activity.
(Page 2 of 2)



MODEL/PART NO (1)	PART OF (2)	MFR CODE (3)	SERIAL NUMBER (4)	CUSTOMER ACTY (5)	SUB CUSTODIAN (6)		D/C (8)	ITEM CONTROL NO (9)	
3310A		28480	1234567	CVAN65	CC01	MCQ		D 54600	
MODEL/PART NO (CHANGE) (1A)	PART OF (CHANGE) (2A)	MFR CODE (3A) (CHANGE)	SERIAL NUMBER (CHANGE) (4A)	CUSTOMER ACTY (5A) (CHANGE)	SUB CUSTODIAN (6A) (CHANGE)			EQUIPMENT CONTROL NO. (10)	
NOMENCLATURE (11)		NATIONAL STOCK NUMBER (13)	PLANT ACCOUNT NO (14)	QTY (15)				CALIBRATION DUE (18)	
FUNCTION GENERATOR		5840-00-675-3249		1	NO	10 15 74		04 15 75	

INVENTORY RECALL INSTRUCTIONS

			MO	DAY	YR
1					
2	X	RESCHEDULE DATE TO	07	15	75
3		ADD TO INVENTORY			
4		TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5		DELETE FROM INVENTORY			
6					
7		RECORD MAN HOURS ONLY			

REMARKS (20)

SHOP NO (22)		DATE RECEIVED (23)	MO DAY YR
		DATE INDUCTED (23A)	MO DAY YR
4	VALUE IF FIXED STD (25)	DATE COMPLETED (26)	01 26 75 MO DAY YR
STANDARD HOURS (27)	METRL CYCLE (28) 06	NEXT DUE DATE (29)	MO DAY YR

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST MEAS VALUE (32)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

CLASS STD (36)	APPROVED PROCEDURE (37) LCP-MET-306
PHASE/LEVEL (38) F2	PROCEDURE USED (39)
MAN HOUR CALIB (40)	CALIB JOB ORDER NO (41)
MAN HOUR REPAIR (42)	REPAIR JOB ORDER NO (43)
MODE HOURS (44)	SEB NUMBER (45)
GSE REWORK NO. (46)	SEL NUMBER (47)
1ST TECHNICIAN (48)	2ND TECHNICIAN (48) SUPERVISOR (49) JK

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO AWAITING PARTS (57) MO DAY YR	OFF AWAITING PARTS (58) MO DAY YR

SERVICING LABEL ATTACHED (60)		TYPE OF EQUIPMENT (60)	
1	CALIBRATED	1	ELECTRONIC
2	SPECIAL CALIBRATION	2	COAXIAL/MICROWAVE
3	REJECTED	3	OPTICAL/DIMENSIONAL
4	CALIBRATION NOT REQ	4	PHYSICAL/MECHANICAL
5	INACTIVE	5	ELECTRICAL
6	REPAIR/NO LABEL	6	SPECIAL SUPPORT

CONDITION RECEIVED (61)		DELAY STATUS (62)	
1	IN TOLERANCE	1	PARTS
2	OUT OF TOLERANCE	2	TECH DATA
3	OPER FAIL IN OP	3	STANDARDS
4	DAMAGED	4	PERSONNEL
EQUIPMENT STATUS (63)		5	ACCESSORIES
		6	BACKLOG
		7	OTHER

METROLOGY EQUIPMENT RECALL AND REPORT (85-75) METER CARD

REQUEST REPLY FROM (64) ☐ MCLB ALBANY ☐ NASC PAC ☐ NASC LANT

(65) ☐ CAL LAB STANDARD

Figure D-5. Example of Calibration Due Date Rescheduling.
(Page 1 of 2)

INSTRUCTIONS

1. When the Calibration Due date in Block 18 of the preprinted METER Card is in error, or when the equipment calibration is to be rescheduled, submit the METER Card with entries in accordance with this example.

2. This type of submission is to reschedule the Calibration Due date only. No entries should be made in Blocks 40 (Man Hour Calib.), 42 (Man Hour Repair), 44 (Modif. Hours), or 59 (Servicing Label Attached). Enter the date of the transaction in Block 26; check Block 19-2 and enter the next due date in Block 19-2.

3. If the entry made in Block 19-2 will necessitate changes in the test equipment calibration schedule promulgated each quarter by the cognizant METCALREP, all such changes must be reported to that METCALREP in accordance with current applicable instructions.

4. The initials of the Supervisor who reviews the METER Card must be entered in Block 50.

5. Project the "reschedule date" at least 60 days into the future to ensure that sufficient time is made available to update the appropriate Recall Schedule.

Figure D-5. Example of Calibration Due Date Rescheduling.
(Page 2 of 2)

MODEL/PART NO (1): 3310A
PART OF (2)
MFR CODE (3): 28480
SERIAL NUMBER (4): 1234567
CUSTOMER ACTY (5): CVAN65
SUB CUSTODIAN (6): 670
[illegible] (7): SDB
U/C (8)
ITEM CONTROL NO (9): D 54600

MODEL/PART NO (CHANGE) (1A)
PART OF (CHANGE) (2A)
MFR CODE (CHANGE) (3A)
SERIAL NUMBER (CHANGE) (4A)
CUSTOMER ACTY (CHANGE) (5A)
SUB CUSTODIAN (CHANGE) (6A)
LAB CODE (CHANGE) (7A)
EQUIPMENT CONTROL NO (10)

NOMENCLATURE (11): FUNCTION GENERATOR
NATIONAL STOCK NUMBER (13): 5840-00-675-3249
PLANT ACCOUNT NO (14)
QTY (15): 1
SERVICING: NO
DATE SERVICED: 09 15 74
CALIBRATION DUE: 03 15 75

INVENTORY RECALL INSTRUCTIONS (MO / DAY / YR)

1.
2. RESCHEDULE DATE TO
3. ADD TO INVENTORY
4. TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A
5. X DELETE FROM INVENTORY
6.
7. RECORD MAN HOURS ONLY

REMARKS (20)

SHOP NO (22)
DATE RECEIVED (23) MO DAY YR
DATE INDUCTED (23A) MO DAY YR
VALUE IF FIXED STD (25): 3
DATE COMPLETED (25): 01 17 75 (MO DAY YR)
STANDARD HOURS
METRL CYCLE (28): 06
NEXT DUE DATE (29) MO DAY YR

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST MEAS VALUE (33)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

CLASS STD (36)
APPROVED PROCEDURE (37): LCP-MET-306
PHASE LEVEL (38)
PROCEDURE USED (39)
MAN HOUR CALIB (40)
CALIB JOB ORDER NO (41)
MAN HOUR REPAIR (42)
REPAIR JOB ORDER NO (43)
MODIF HOURS (44)
SEB NUMBER (45)
GSE REWORK NO. (46)
SEL NUMBER (47)
1st TECHNICIAN (48)
2nd TECHNICIAN (49)
SUPERVISOR (50): JK

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO AWAITING PARTS MO	DAY	YR	OFF AWAITING PARTS (58) MO	DAY	YR

SERVICING LABEL ATTACHED (60)
1. CALIBRATED
2. SPECIAL CALIBRATION
3. REJECTED
4. CALIBRATION NOT REQ
5. INACTIVE
6. REPAIR (NO LABEL)

TYPE OF EQUIPMENT (61)
1. ELECTRONIC
2. COAXIAL/MICROWAVE
3. OPTICAL/DIMENSIONAL
4. PHYSICAL/MECHANICAL
5. ELECTRICAL
6. SPECIAL SUPPORT

CONDITION RECEIVED (61)
1. IN TOLERANCE
2. OUT OF TOLERANCE
3. OPER FAIL IN OP
4. DAMAGED

DELAY STATUS (62)
1. PARTS
2. TECH DATA
3. STANDARDS
4. PERSONNEL
5. ACCESSORIES
6. BACKLOG
7. OTHER

EQUIPMENT STATUS (63)

METROLOGY EQUIPMENT RECALL AND REPORT
METER CARD

REQUEST REPLY FROM: MEC PT MUNA; NASC R PAC; NASC R LANT (64)

(65) CAL LAB STANDARD

Figure D-6. Example of "Delete From Inventory/Change of Custodian."
(Page 1 of 2)

INSTRUCTIONS

1. To delete an item from inventory, check Block 19-5 and enter the transaction date in Block 26 (Date Completed). Only the customer may delete an item from inventory.

2. To transfer custody of equipment, the present custodian will delete the item from inventory in accordance with Instruction 1, above. Do not use Block 19-4.

3. The new custodian, upon receipt of the equipment, will handscribe a METER Card and add to inventory as shown in Figures D-9 and D-18.

4. If the entry made in Block 19-5 will necessitate changes in the test equipment calibration schedule promulgated each quarter by the cognizant METCALREP, all such changes must be reported to that METCALREP in accordance with current applicable instructions.

5. The initials of the Supervisor who reviews the METER Card must be entered in Block 50.

Figure D-6. Example of "Delete From Inventory/Change of Custodian."
(Page 2 of 2)

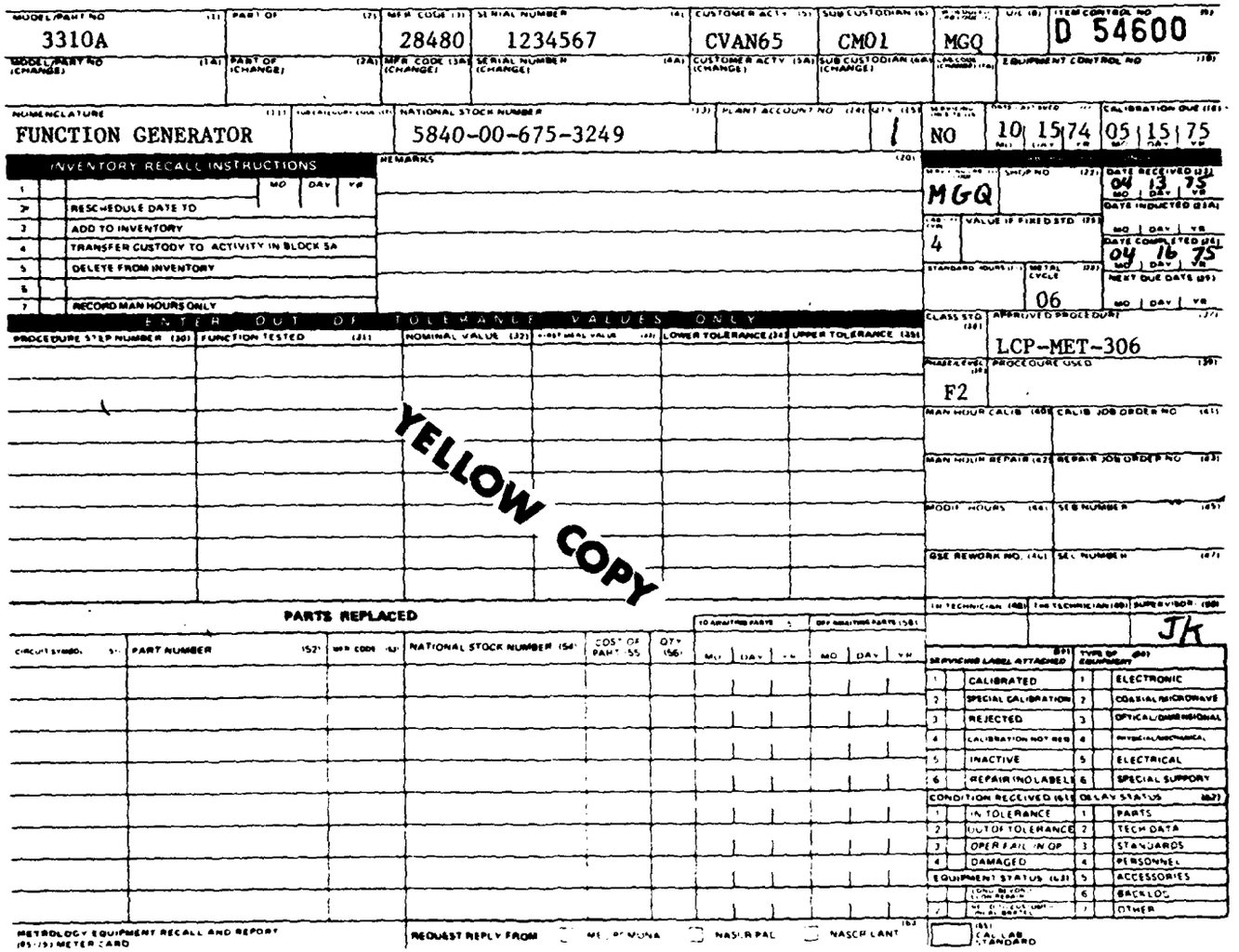


Figure D-7. Example of "Delay Status" Documentation.
(Page 1 of 2)

INSTRUCTIONS

1. This transaction occurs when the calibration/servicing of equipment cannot be accomplished within 7 days of receipt due to lack of personnel, time, material, etc.

2. Enter date that the equipment was received in Block 23.

3. Enter the Servicing Lab Code in Block 21.

4. Check the appropriate section (one only) of Block 62, identifying the delay cause. If an additional delay is encountered, handscribe a new METER Card with identical information as it appears on this METER Card and follow this procedure indicating the new delay status and the current transaction date in Block 26.

5. Remove the YELLOW COPY of the METER Card.

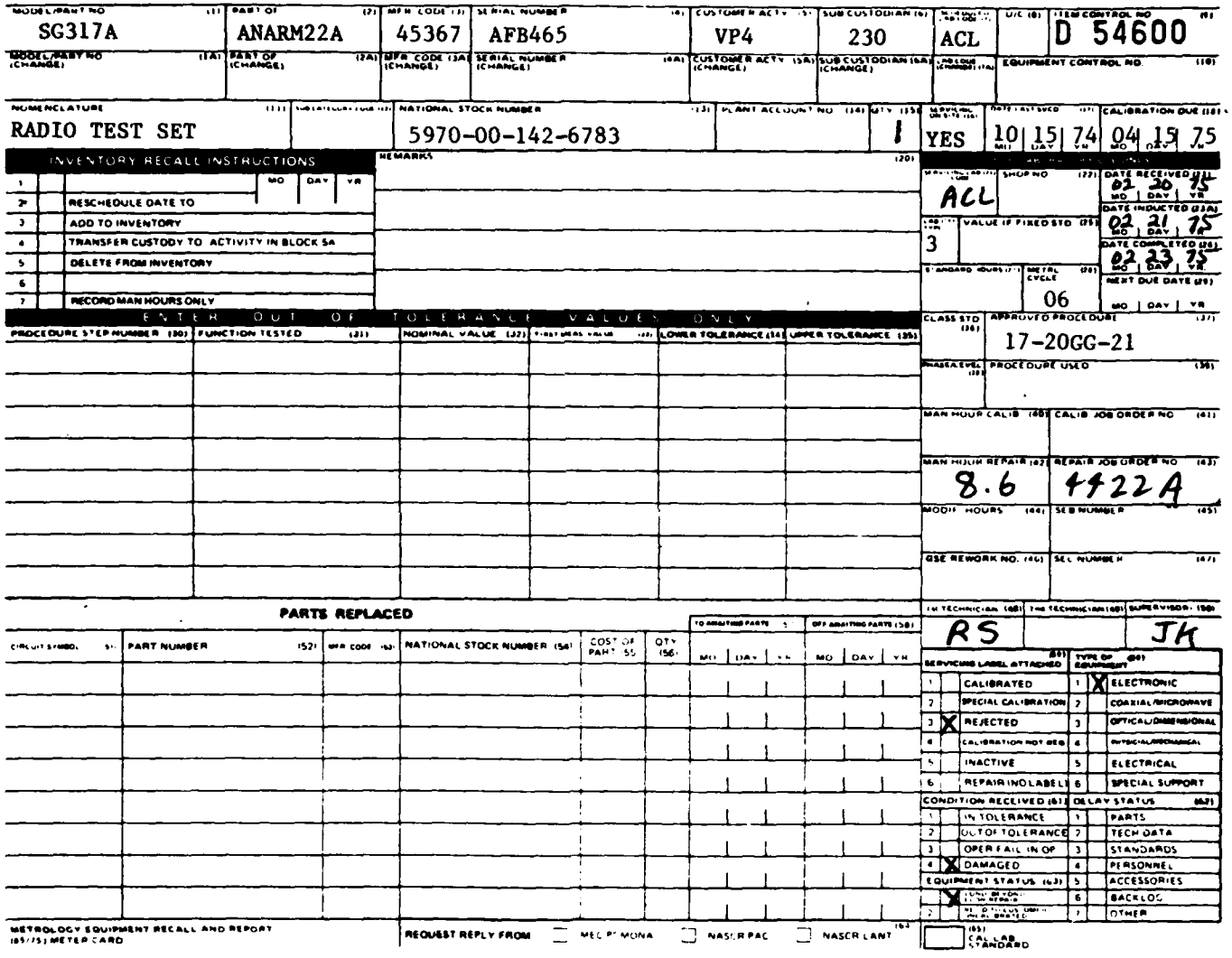
6. Enter the date the equipment went into a delay in Block 26 and the initials of the Supervisor reviewing the METER Card in Block 50 of YELLOW COPY of the METER Card only.

7. Submit YELLOW COPY of the METER Card to the MOCC. This does not close the transaction on the item; rather, it places the item in delay until a completed transaction is submitted to the MOCC via the WHITE COPY of the METER Card.

8. Retain WHITE COPY of the METER Card until calibration/servicing of equipment is completed.

9. Document calibration/servicing, and submit WHITE COPY of the METER Card in the usual manner.

Figure D-7. Example of "Delay Status" Documentation.
(Page 2 of 2)



MODEL/PART NO (1)	PART OF (2)	MFR CODE (3)	SERIAL NUMBER (4)	CUSTOMER ACTY (5)	SUB CUSTODIAN (6)		U/C (8)	ITEM CONTROL NO (9)	
SG317A	ANARM22A	45367	AFB465	VP4	230	ACL		D 54600	
MODEL/PART NO (CHANGE) (1A)	PART OF (CHANGE) (2A)	MFR CODE (CHANGE) (3A)	SERIAL NUMBER (CHANGE) (4A)	CUSTOMER ACTY (CHANGE) (5A)	SUB CUSTODIAN (CHANGE) (6A)			EQUIPMENT CONTROL NO (10)	
NOMENCLATURE (11)		NATIONAL STOCK NUMBER (13)	PLANT ACCOUNT NO (14)	QTY (15)		DATE LAST SVCD (17)		CALIBRATION DUE (18)	
RADIO TEST SET		5970-00-142-6783		1	YES	10 (MO) 15 (DAY) 74 (YR)		04 (MO) 15 (DAY) 75 (YR)	

INVENTORY RECALL INSTRUCTIONS

		MO	DAY	YR
1				
2*	RESCHEDULE DATE TO			
3	ADD TO INVENTORY			
4	TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5	DELETE FROM INVENTORY			
6				
7	RECORD MAN HOURS ONLY			

REMARKS (20)

SHOP NO (22)	DATE RECEIVED (23)		
ACL	02 (MO) 20 (DAY) 75 (YR)		
VALUE IF FIXED STD (25)	DATE INDUCTED (24)		
3	02 (MO) 21 (DAY) 75 (YR)		
	DATE COMPLETED (26)		
	02 (MO) 23 (DAY) 75 (YR)		
METRL CYCLE (28)	NEXT DUE DATE (29)		
06	MO DAY YR		

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	MEASURED VALUE (33)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

CLASS STD (36)	APPROVED PROCEDURE (37)
	17-20GG-21
PHASE/LEVEL (38)	PROCEDURE USED (39)
MAN HOUR CALIB (40)	CALIB JOB ORDER NO (41)
MAN HOUR REPAIR (42)	REPAIR JOB ORDER NO (43)
8.6	4422A
MODIF HOURS (44)	SEB NUMBER (45)
GSE REWORK NO. (46)	SEL NUMBER (47)
1st TECHNICIAN (48)	2nd TECHNICIAN (48) / SUPERVISOR (49)
RS	JK

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO ARBITRATING PARTS (57) MO DAY YR	OFF ARBITRATING PARTS (58) MO DAY YR

SERVICING LABEL ATTACHED (61)		TYPE OF EQUIPMENT (62)	
1	CALIBRATED	1	X ELECTRONIC
2	SPECIAL CALIBRATION	2	COAXIAL/MICROWAVE
3	X REJECTED	3	OPTICAL/DIMENSIONAL
4	CALIBRATION NOT REQ	4	PHYSICAL/MECHANICAL
5	INACTIVE	5	ELECTRICAL
6	REPAIR IN LABEL	6	SPECIAL SUPPORT
CONDITION RECEIVED (63)		DELAY STATUS (64)	
1	IN TOLERANCE	1	PARTS
2	OUT OF TOLERANCE	2	TECH DATA
3	OPER FAIL IN OP	3	STANDARDS
4	X DAMAGED	4	PERSONNEL
EQUIPMENT STATUS (65)		5	ACCESSORIES
X	[illegible]	6	BACKLOG
2	[illegible]	7	OTHER

METROLOGY EQUIPMENT RECALL AND REPORT (65/75) METER CARD

REQUEST REPLY FROM (66) ☐ MEC PT MONA ☐ NASC PAC ☐ NASC LANT

(65) ☐ CAL LAB STANDARD

Figure D-8. Example of Use of "Equipment Status."
(Page 1 of 2)

INSTRUCTIONS

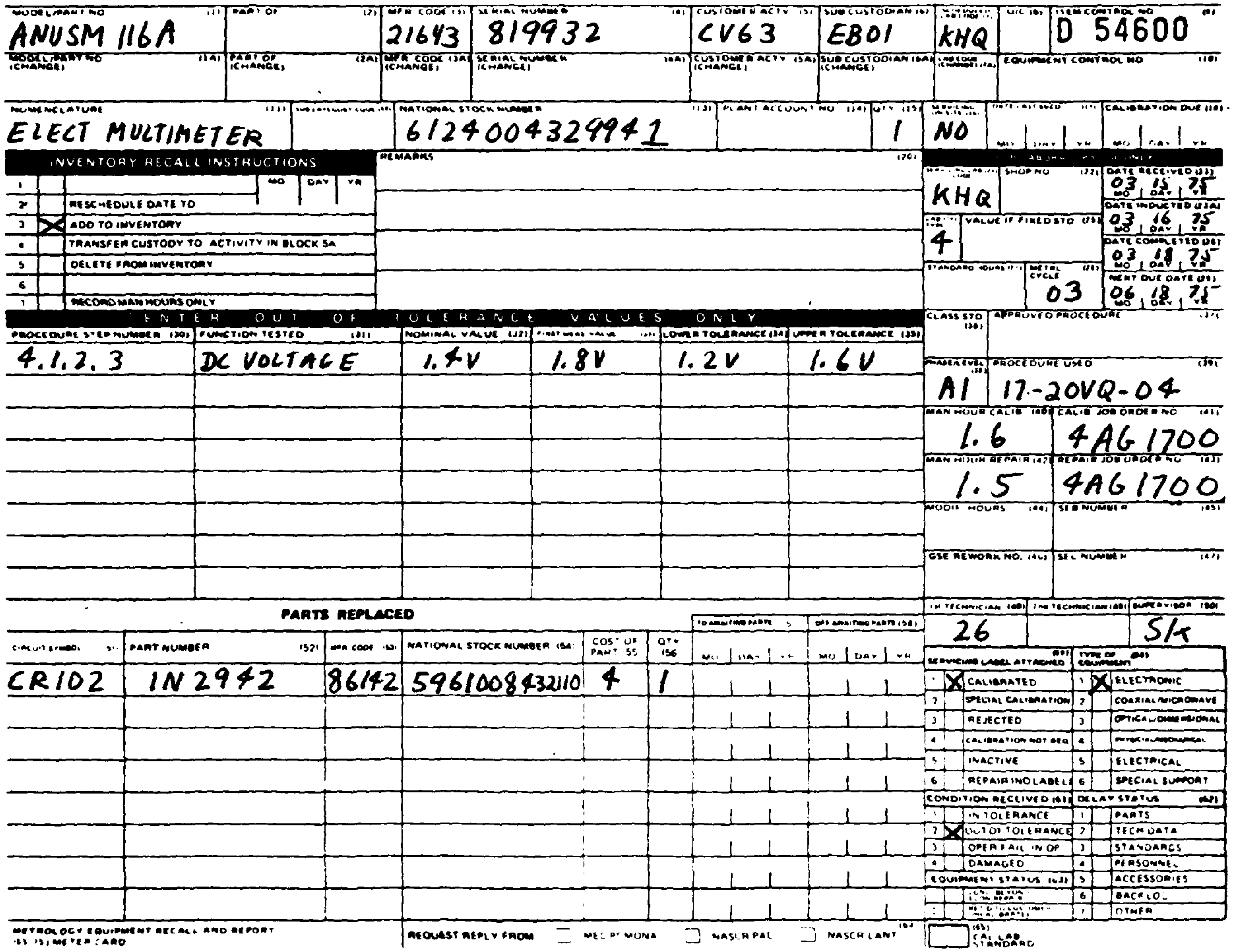
1. An entry in Item 1 of Block 63 will serve to indicate to the customer that the equipment is recommended for survey. If this item is checked, Block 59 item 3 must be checked and man-hours must be present. This will not remove the equipment from the customer's inventory. If no further action is taken by the customer, the equipment will be reported as overdue.

2. An entry in Item 2 of Block 63 will indicate that the equipment was returned to the customer in an "uncalibrated" condition (normally, at the request of the customer). If this item is checked make no entry in Block 59.

3. Enter the initials of the Technician(s) performing the work in Block 48 (and Block 49), as required.

4. The initials of the Supervisor who reviews the METER Card must be entered in Block 50.

Figure D-8. Example of Use of "Equipment Status."
(Page 2 of 2)



Field	Entry
MODEL/PART NO (1)	ANUSM 116A
PART OF (2)	
MFR CODE (3)	21643
SERIAL NUMBER (4)	819932
CUSTOMER ACTY (5)	CV63
SUB CUSTODIAN (6)	EB01
LAB CODE	KHQ
ITEM CONTROL NO (8)	D 54600
NOMENCLATURE (11)	ELECT MULTIMETER
NATIONAL STOCK NUMBER (13)	6124004329941
QTY (15)	1
SERVICING	NO
INVENTORY RECALL INSTRUCTIONS	3 [X] ADD TO INVENTORY
SHOP	KHQ
DATE RECEIVED (23)	03 15 75
DATE INDUCTED (23A)	03 16 75
DATE COMPLETED (26)	03 18 75
NEXT DUE DATE (19)	06 18 75
(Value)	4
METRL CYCLE	03
PHASE LEVEL (38)	A1
PROCEDURE USED (39)	17-20VQ-04
MAN HOUR CALIB (40)	1.6
CALIB JOB ORDER NO (41)	4AG1700
MAN HOUR REPAIR (42)	1.5
REPAIR JOB ORDER NO (43)	4AG1700
1st TECHNICIAN (48)	26
SUPERVISOR (50)	SK
SERVICING LABEL ATTACHED	[X] CALIBRATED
TYPE OF EQUIPMENT	[X] ELECTRONIC
CONDITION RECEIVED	[X] OUT OF TOLERANCE

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST MEAS VALUE (33)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)
4.1.2.3	DC VOLTAGE	1.4V	1.8V	1.2V	1.6V

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)
CR102	IN2942	86142	5961008432110	4	1

METROLOGY EQUIPMENT RECALL AND REPORT (METER CARD)

Figure D-9. Example of Handscribed METER Card for MEASURE Customers.
(Page 1 of 2)

INSTRUCTIONS

1. Handscribed METER Cards will be utilized whenever preprinted cards are not available.

2. If the equipment has been reported previously under MEASURE, entries in Blocks 1 through 7 must be exactly as shown in the Customer inventory. Changes or corrections to inventory information should then be entered in the appropriate Blocks, 1A through 7A, if required.

3. In the example shown, the METER Card reports both calibration and repair actions on the equipment (see Figures D-26 and D-2 as required). Leave Blocks 17 and 18 blank. A check in Block 19 (3) will result in the addition of the reported item to the inventory, and to the Recall Schedule, of the Customer indicated in Block 5.

4. Receipt of this type of METER Card at the MOCC will result in the generation, and in the transmission to the Customer, of a new, preprinted METER Card for this item of equipment, showing the information from Blocks 26 and 29 of the submitted card transposed into Block 17 and 18, respectively, of the new card.

5. If the entry in Block 19-3 necessitates a change in the test equipment calibration schedule promulgated each quarter by the cognizant METCALREP, then this change must be reported to that METCALREP in accordance with current applicable instructions.

6. The initials of the Supervisor who reviews the METER Card must be entered in Block 50.

Figure D-9. Example of Handscribed METER Card for MEASURE Customers.
(Page 2 of 2)

MODEL/PART NO (1): ANURM 101B
PART OF (2):
MFR CODE (3): 58189
SERIAL NUMBER (4): AA2130
CUSTOMER ACTY (5): ESXXX
SUB CUSTODIAN (6): DSP
NXL
U/C (8):
ITEM CONTROL NO (9): D 54600

MODEL/PART NO (CHANGE) (1A) | PART OF (CHANGE) (2A) | MFR CODE (CHANGE) (3A) | SERIAL NUMBER (CHANGE) (4A) | CUSTOMER ACTY (CHANGE) (5A) | SUB CUSTODIAN (CHANGE) (6A) | LAB CODE (CHANGE) (7A) | EQUIPMENT CONTROL NO. (10)

NOMENCLATURE (11): TALAN TESTER
NATIONAL STOCK NUMBER (13):
PLANT ACCOUNT NO (14):
QTY (15): 1
NO
CALIBRATION DUE (18): MO DAY YR

INVENTORY RECALL INSTRUCTIONS

1 — MO DAY YR
2 RESCHEDULE DATE TO
3 ADD TO INVENTORY
4 TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A
5 DELETE FROM INVENTORY
6
7 X RECORD MAN HOURS ONLY

REMARKS (20)

NXL
SHOP NO (22)
DATE RECEIVED (23): 03 14 76 (MO DAY YR)
3
VALUE IF FIXED STD (25)
DATE INDUCTED (23A): 03 15 76
DATE COMPLETED (26): 03 17 76
STANDARD HOURS
METRL CYCLE (28): 06
NEXT DUE DATE (29): 09 17 76 (MO DAY YR)

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST MEAS VALUE (33)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

CLASS STD (36)
APPROVED PROCEDURE (37)
PHASE/LEVEL (38)
PROCEDURE USED (39): NA 17-04-242
MAN HOUR CALIB (40): 4.2
CALIB. JOB ORDER NO (41): 23742
MAN HOUR REPAIR (42)
REPAIR JOB ORDER NO (43)
MODIF HOURS (44)
SEB NUMBER (45)
GSE REWORK NO. (46)
SEC NUMBER (47)

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO AWAITING PARTS (57) MO DAY YR	OFF AWAITING PARTS (58) MO DAY YR

1st TECHNICIAN (48): TST
2nd TECHNICIAN (49): LDP
SUPERVISOR (50): JK

SERVICING LABEL ATTACHED (59)
1 X CALIBRATED
2 SPECIAL CALIBRATION
3 REJECTED
4 CALIBRATION NOT REQ
5 INACTIVE
6 REPAIR (NO LABEL)

TYPE OF EQUIPMENT (60)
1 X ELECTRONIC
2 COAXIAL/MICROWAVE
3 OPTICAL/DIMENSIONAL
4 PHYSICAL/MECHANICAL
5 ELECTRICAL
6 SPECIAL SUPPORT

CONDITION RECEIVED (61)
1 X IN TOLERANCE
2 OUT OF TOLERANCE
3 OPER FAIL IN OP
4 DAMAGED

DELAY STATUS (62)
1 PARTS
2 TECH DATA
3 STANDARDS
4 PERSONNEL
5 ACCESSORIES
6 BACKLOG
7 OTHER

EQUIPMENT STATUS (63)

METROLOGY EQUIPMENT RECALL AND REPORT (65)(5) METER CARD

REQUEST REPLY FROM ☐ MEC POMONA ☐ NASLR PAC ☐ NASCR LANT (64)

☐ (65) CAL LAB STANDARD

Figure D-10. Example of Handscribed METER Card for Non-MEASURE Customers.
(Page 1 of 2)

INSTRUCTIONS

1. Enter information from equipment nameplate in Blocks 1, 4, and 11.

2. Enter customer activity code (as identified in Appendix I, paragraph I.11) in Block 5.

3. Enter activity name or ship hull number in Block 6 (Subcustodian).

4. In the Scheduled Lab Code, Block 7, enter the code of the laboratory into which the equipment is scheduled.

5. The information recorded in Blocks 1, 4, and 11 also may appear on the Equipment Identification and Receipt Tag in the respective Blocks (A&V), (C&X), and (D&Y). It is the responsibility of the receiving laboratory to handscribe the METER Card for non-MEASURE customers. The equipment and the handscribed METER Card then are processed through the calibration activity in the normal manner.

6. Enter a check in Block 19 (7), Record Man Hours Only. This is a mandatory entry.

7. The initials of the Supervisor who reviews the METER Card must be entered in Block 50.

Figure D-10. Example of Handscribed METER Card for Non-MEASURE Customers.
(Page 2 of 2)

MODEL/PART NO (1)	PART OF (2)	MFR CODE (3)	SERIAL NUMBER (4)	CUSTOMER ACTY (5)	SUB CUSTODIAN (6)		U/C (8)	ITEM CONTROL NO (9)
3310A		28480	1234567	RVAH5	210	RCQ		D 54600
MODEL/PART NO (CHANGE) (1A)	PART OF (CHANGE) (2A)	MFR CODE (CHANGE) (3A)	SERIAL NUMBER (CHANGE) (4A)	CUSTOMER ACTY (CHANGE) (5A)	SUB CUSTODIAN (CHANGE) (6A)		EQUIPMENT CONTROL NO (10)	

NOMENCLATURE (11)		NATIONAL STOCK NUMBER (13)	PLANT ACCOUNT NO (14)	QTY (15)		DATE	CALIBRATION DUE (17)
FUNCTION GENERATOR		5840-00-675-3249		1	NO	08 14 75	02 14 76

INVENTORY RECALL INSTRUCTIONS		MO	DAY	YR
1				
2	RESCHEDULE DATE TO			
3	ADD TO INVENTORY			
4	TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5	DELETE FROM INVENTORY			
6				
7	RECORD MAN HOURS ONLY			

REMARKS (20)

	SHOP NO (22)	DATE RECEIVED (23)
	VALUE IF FIXED STD (25)	DATE INDUCTED (23A)
4		DATE COMPLETED (26): 10 22 75
STANDARD HOURS	METRL CYCLE: 06	NEXT DUE DATE (29)
CLASS STD (38)	APPROVED PROCEDURE (37): LCP-MET-306	
F2	PROCEDURE USED (39)	
MAN HOUR CALIB (40)	CALIB JOB ORDER NO (41)	
MAN HOUR REPAIR (42)	REPAIR JOB ORDER NO (43)	
MODIF HOURS (44)	SEB NUMBER (45)	
GSE REWORK NO. (46)	SEC NUMBER (47)	
1ST TECHNICIAN (48)	2ND TECHNICIAN (49)	SUPERVISOR (50): JK

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST METAL VALUE	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

PARTS REPLACED

CIRCUIT SYMBOL	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO AWAITING PARTS MO DAY YR	OFF AWAITING PARTS (58) MO DAY YR

SERVICING LABEL ATTACHED (65)		TYPE OF EQUIPMENT (64)	
1	CALIBRATED	1	ELECTRONIC
2	SPECIAL CALIBRATION	2	COAXIAL/MICROWAVE
3	REJECTED	3	OPTICAL/DIMENSIONAL
4	CALIBRATION NOT REQ	4	PHYSICAL/MECHANICAL
5 X	INACTIVE	5	ELECTRICAL
6	REPAIR (NO LABEL)	6	SPECIAL SUPPORT
CONDITION RECEIVED (61)		DELAY STATUS (62)	
1	IN TOLERANCE	1	PARTS
2	OUT OF TOLERANCE	2	TECH DATA
3	OPER FAIL IN OP	3	STANDARDS
4	DAMAGED	4	PERSONNEL
EQUIPMENT STATUS (63)		5	ACCESSORIES
1		6	BACKLOG
2		7	OTHER

METROLOGY EQUIPMENT RECALL AND REPORT (MS/IS) METER CARD — REQUEST REPLY FROM: MF POMONA / NASC PAC / NASC LANT — (65) CAL LAB STANDARD

Figure D-11. Example of Placing Equipment in an Inactive Status.
(Page 1 of 2)

INSTRUCTIONS

1. To place equipment in an inactive status, enter a check in Block 59, Item 5, and the date of the transaction in Block 26.

2. In Block 50, enter the initials of the Supervisor who reviews the METER Card.

3. The customer, or the laboratory, will affix the WHITE and GREEN "Inactive" servicing label to the equipment.

4. Upon receipt of the METER Card, the MOCC will preprint and forward to the customer a replacement METER Card, showing "INACT" printed in Block 18 (Calibration Due).

5. The item will remain on the customer's inventory, but it will not be recalled.

Figure D-11. Example of Placing Equipment in an Inactive Status.
(Page 2 of 2)

MODEL/PART NO (1)	PART OF (2)	MFR CODE (3)	SERIAL NUMBER (4)	CUSTOMER ACTY (5)	SUB CUSTODIAN (6)		U/C (8)	ITEM CONTROL NO (9)
3310A		28480	1234567	RVAH5	210	RCQ		D 54600
MODEL/PART NO (CHANGE) (1A)	PART OF (CHANGE) (2A)	MFR CODE (CHANGE) (3A)	SERIAL NUMBER (CHANGE) (4A)	CUSTOMER ACTY (CHANGE) (5A)	SUB CUSTODIAN (CHANGE) (6A)		EQUIPMENT CONTROL NO. (10)	

NOMENCLATURE (11)		NATIONAL STOCK NUMBER (13)	PLANT ACCOUNT NO (14)	QTY (15)			CALIBRATION DUE (18)
FUNCTION GENERATOR		5840-00-675-3249		1	NO	08 14 75	IN ACT

INVENTORY RECALL INSTRUCTIONS

		MO	DAY	YR
1				
2	RESCHEDULE DATE TO			
3	ADD TO INVENTORY			
4	TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5	DELETE FROM INVENTORY			
6				
7	RECORD MAN HOURS ONLY			

REMARKS (20)

	SHOP NO (22)	DATE RECEIVED (23)
RCQ		11 13 75
		DATE INDUCTED (23A): 11 13 75
4	VALUE IF FIXED STD (25)	DATE COMPLETED (26): 11 14 75
STANDARD HOURS (27)	METRL CYCLE (28): 06	NEXT DUE DATE (29): 05 14 76
CLASS STD (30)	APPROVED PROCEDURE (37): LCP-MET-306	
F2	PROCEDURE USED (39)	
MAN HOUR CALIB (40): 1.7	CALIB JOB ORDER NO (41)	
MAN HOUR REPAIR (42)	REPAIR JOB ORDER NO (43)	
MODIF HOURS (44)	SEB NUMBER (45)	
GSE REWORK NO. (46)	SEL NUMBER (47)	

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST MEAS VALUE (33)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)
4.16.3	POWER OUT	32.5W	15.7W	30.5W	34.5W

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO AWAITING PARTS MO	DAY	YR	OFF AWAITING PARTS (58) MO	DAY	YR

1ST TECHNICIAN (58)	2ND TECHNICIAN (59)	SUPERVISOR (60)
28		SK

SERVICING LABEL ATTACHED (61)		TYPE OF EQUIPMENT (62)	
1	X CALIBRATED	1	X ELECTRONIC
2	SPECIAL CALIBRATION	2	COAXIAL/MICROWAVE
3	REJECTED	3	OPTICAL/DIMENSIONAL
4	CALIBRATION NOT REQ	4	PHYSICAL/MECHANICAL
5	INACTIVE	5	ELECTRICAL
6	REPAIR (NO LABEL)	6	SPECIAL SUPPORT
CONDITION RECEIVED (61)		DELAY STATUS (62)	
1	IN TOLERANCE	1	PARTS
2	X OUT OF TOLERANCE	2	TECH DATA
3	OPER FAIL IN OP	3	STANDARDS
4	DAMAGED	4	PERSONNEL
EQUIPMENT STATUS (63)		5	ACCESSORIES
		6	BACKLOG
7		7	OTHER

METROLOGY EQUIPMENT RECALL AND REPORT (65/75) METER CARD

REQUEST REPLY FROM ☐ MEC POMONA ☐ NASCR PAC ☐ NASCR LANT (64)

(65) CAL LAB STANDARD

Figure D-12. Example of Removing Equipment from An Inactive Status.
(Page 1 of 2)

INSTRUCTIONS

1. To remove an item of equipment from an inactive status, the customer will submit the equipment and the METER Card to the calibration activity.

2. The calibration activity will calibrate the equipment and will complete the entries in Blocks 23, 23A, 26, and 29, as well as any other blocks that may be appropriate.

3. The initials of the Technician(s) must be entered in Block 48 (and 49), as required.

4. The initials of the Supervisor who reviews the METER Card must be entered in Block 50.

5. Upon receipt of the METER Card, the MOCC will add the equipment to the customer's Recall Schedule and will preprint a new METER Card, transposing data from Blocks 26 and 29 of the submitted card into Blocks 17 and 18, respectively, of the new card.

6. Prior permission must be received from the cognizant METCALREP in order to induct an unscheduled item for calibration. To avoid this, if time permits (more than 90 days), follow the instructions in Figure D-5 to reschedule the item.

Figure D-12. Example of Removing Equipment from an Inactive Status.
(Page 2 of 2)

MODEL/PART NO (1): 8300A
PART OF (2):
MFR CODE (3): 15318
SERIAL NUMBER (4): 56432
CUSTOMER ACTY (5): AMDJX
SUB CUSTODIAN (6): 210
[illegible] (7): JAQ
U/C (8):
ITEM CONTROL NO (9): D 54600

MODEL/PART NO (CHANGE) (1A):
PART OF (CHANGE) (2A):
MFR CODE (CHANGE) (3A):
SERIAL NUMBER (CHANGE) (4A):
CUSTOMER ACTY (CHANGE) (5A):
SUB CUSTODIAN (CHANGE) (6A):
LAB CODE (CHANGE):
EQUIPMENT CONTROL NO (10):

NOMENCLATURE (11): DIGITAL VOLTMETER
NATIONAL STOCK NUMBER (13): 123400 5678910
PLANT ACCOUNT NO (14):
QTY (15): 1
SERVICING [illegible]: NO
DATE LAST USED (17): MO | DAY | YR
CALIBRATION DUE (18): MO | DAY | YR

INVENTORY RECALL INSTRUCTIONS

			MO	DAY	YR
1					
2		RESCHEDULE DATE TO			
3	X	ADD TO INVENTORY			
4		TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5		DELETE FROM INVENTORY			
6					
7		RECORD MAN HOURS ONLY			

REMARKS (20):

[illegible]: JAQ
SHOP NO (22):
DATE RECEIVED (23): 08 14 75 (MO DAY YR)
DATE INDUCTED (24): 08 15 75 (MO DAY YR)
DATE COMPLETED (26): 08 15 75 (MO DAY YR)
NEXT DUE DATE (29): 09 15 75 (MO DAY YR)
[illegible]: 4
VALUE IF FIXED STD (25):
STANDARD HOURS:
METRL CYCLE (28): 01

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST METER VALUE	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

CLASS STD (36):
APPROVED PROCEDURE (37):
[illegible] LEVEL: A3
PROCEDURE USED (39): 17-20VQ-05L
MAN HOUR CALIB (40): 1.5
CALIB JOB ORDER NO (41):
MAN HOUR REPAIR (42):
REPAIR JOB ORDER NO (43):
MODIF HOURS (44):
SEB NUMBER (45):
GSE REWORK NO. (46):
SEL NUMBER (47):
1st TECHNICIAN (48): 14
2nd TECHNICIAN (49):
SUPERVISOR (50): SK

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO AWAITING PARTS MO	DAY	YR	OFF AWAITING PARTS (58) MO	DAY	YR

SERVICING LABEL ATTACHED (60)

1	X	CALIBRATED
2		SPECIAL CALIBRATION
3		REJECTED
4		CALIBRATION NOT REQ
5		INACTIVE
6		REPAIR (NO LABEL)

TYPE OF EQUIPMENT (61)

1	X	ELECTRONIC
2		COAXIAL/MICROWAVE
3		OPTICAL/DIMENSIONAL
4		PHYSICAL/MECHANICAL
5		ELECTRICAL
6		SPECIAL SUPPORT

CONDITION RECEIVED (61)

1	X	IN TOLERANCE
2		OUT OF TOLERANCE
3		OPER FAIL IN OP
4		DAMAGED

EQUIPMENT STATUS (63)

DELAY STATUS (62)

1	PARTS
2	TECH DATA
3	STANDARDS
4	PERSONNEL
5	ACCESSORIES
6	BACKLOG
7	OTHER

METROLOGY EQUIPMENT RECALL AND REPORT (65/75) METER CARD

REQUEST REPLY FROM ☐ MEC POMONA ☐ NASLR PAC ☐ NASCR LANT

(65) CAL LAB STANDARD

Figure D-13. Example of Reporting New 30-Day Cycle Equipment.
(Page 1 of 2)

INSTRUCTIONS

1. New 30-day cycle equipments are added to a customer's inventory in the same manner as any other equipment (see Figures D-9 and D-18).

2. The customer will handscribe a METER Card, entering an "X" in Block 19, Item 3, and will enter the METRL Cycle (01) in Block 28. The initials of the Supervisor who reviews the METER Card will be entered in Block 50. The equipment and METER Card then will be submitted to the cognizant calibration activity for the required calibration.

3. Upon receipt of the completed METER Card, the MOCC will preprint, and forward to the customer, four (4) new METER Cards for the equipment, with Blocks 17 and 18 left blank. (Multiple cards are furnished so that the customer will not run short of preprinted cards in the event of mail delays, etc.).

4. Thereafter, the customer will receive one new preprinted card in return for each submitted card for that particular equipment.

Figure D-13. Example of Reporting New 30-Day Cycle Equipment.
(Page 2 of 2)

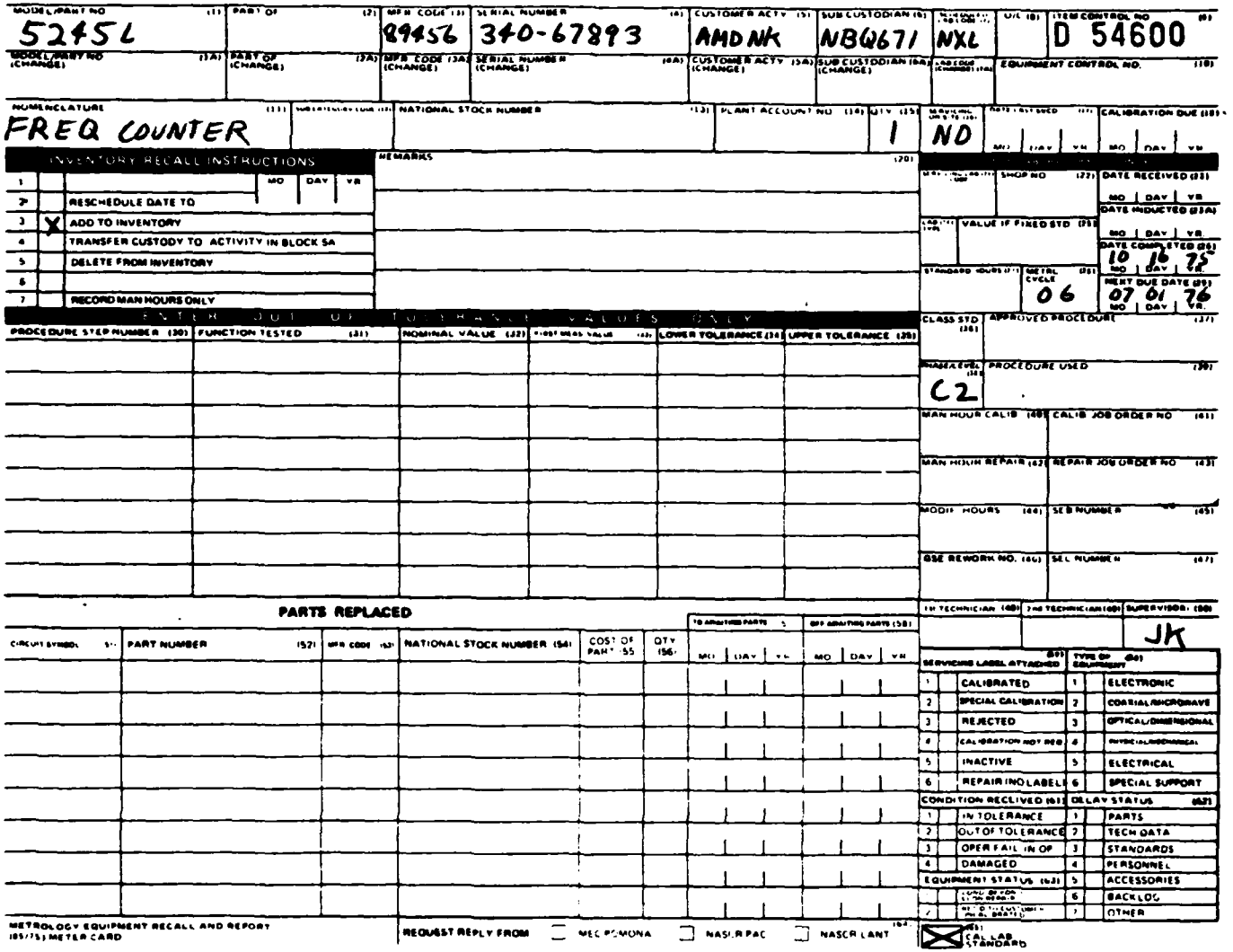


Figure D-14. Example of Addition of Standard to Formats 310 or 311. (Page 1 of 2)

INSTRUCTIONS

1. To add a Standard to Format 310 or 311, submit a handscribed METER Card to the MOCC in the normal manner, except for the following mandatory entries:

   a. Block 5 (Customer Activity). Enter the customer activity code.

   b. Block 6 (Subcustodian). Enter the corresponding laboratory code. A shop number, work center, etc., can be added, if desired.

   c. Block 19, Item 3. Enter an "X," "Add To Inventory."

   d. Block 26. Enter the current date, if "Add To Inventory" is the only transaction to be recorded.

   e. Block 28. Enter the METRL Cycle.

   f. Block 29. Enter the Next Due Date, determined from the calibration label and/or METRL Cycle. If this entry will necessitate a change in the test equipment calibration Recall Schedule, promulgated monthly and/or quarterly, such a change must be authorized by the cognizant METCALREP.

   g. Block 38. Intermediate Level/Field Calibration Activities, enter the phase to which the Standard is assigned. Calibration/Standards Laboratories, enter 1T for Type I Standards, 2T for Type II Standards, and 3T for Type III Standards.

   h. Block 50. Enter the initials of the Supervisor who reviews the METER Card.

   i. Block 65. Enter an "X."

2. If calibration or repair is documented, complete all applicable blocks in the normal manner.

3. No entries are allowed in Blocks 1A through 7A, when an entry has been made in Block 19, Item 3 ("Add to Inventory").

Figure D-14. Example of Addition of Standard to Formats 310 or 311.
(Page 2 of 2)

MODEL/PART NO (1)	PART OF (2)	MFR CODE (3)	SERIAL NUMBER (4)	CUSTOMER ACTY (5)	SUB CUSTODIAN (6)	U/C (8)	ITEM CONTROL NO (9)
ANUSM116B		28569	187	TACMO	610	PBQ	D 54600
MODEL/PART NO (CHANGE) (1A)	PART OF (CHANGE) (2A)	MFR CODE (3A) (CHANGE)	SERIAL NUMBER (CHANGE) (4A)	CUSTOMER ACTY (5A) (CHANGE)	SUB CUSTODIAN (6A) (CHANGE)		EQUIPMENT CONTROL NO. (10)

NOMENCLATURE (11)	NATIONAL STOCK NUMBER (13)	PLANT ACCOUNT NO (14)	QTY (15)	DATE LAST USED (17)	CALIBRATION DUE (18)
MULTIMETER			1	NO 01 26 76	04 26 76

INVENTORY RECALL INSTRUCTIONS				
		MO	DAY	YR
1				
2*	RESCHEDULE DATE TO			
3	ADD TO INVENTORY			
4	TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5a			
5	DELETE FROM INVENTORY			
6				
7	RECORD MAN HOURS ONLY			

REMARKS (20)

SHOP NO (22)	DATE RECEIVED (23)	DATE INDUCTED (23A)	DATE COMPLETED (25)
PBQ	04 01 76	04 02 76	04 16 76

VALUE IF FIXED STD (25)	STANDARD HOURS (27)	METRL CYCLE (28)	NEXT DUE DATE (29)
4		03	

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST MEAS VALUE (32A)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

CLASS STD (36)	APPROVED PROCEDURE (37)
	17-20VQ-04

BASE LEVEL (38)	PROCEDURE USED (39)
A1	

MAN HOUR CALIB (40)	CALIB JOB ORDER NO (41)
0.5	064321

MAN HOUR REPAIR (42)	REPAIR JOB ORDER NO (43)

MODIF HOURS (44)	SER NUMBER (45)

GSE REWORK NO. (46)	SEC NUMBER (47)

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO AWAITING PARTS (57) MO DAY YR	OFF AWAITING PARTS (58) MO DAY YR

1st TECHNICIAN (60)	2nd TECHNICIAN (60)	SUPERVISOR (60)
ABC		SR

SERVICING LABEL ATTACHED (61)		TYPE OF EQUIPMENT (62)	
1	CALIBRATED	1 X	ELECTRONIC
2	SPECIAL CALIBRATION	2	COAXIAL/MICROWAVE
3 X	REJECTED	3	OPTICAL/DIMENSIONAL
4	CALIBRATION NOT REQ	4	PHYSICAL/MECHANICAL
5	INACTIVE	5	ELECTRICAL
6	REPAIR/NO LABEL	6	SPECIAL SUPPORT

CONDITION RECEIVED (61)		DELAY STATUS (62)	
1	IN TOLERANCE	1	PARTS
2	OUT OF TOLERANCE	2	TECH DATA
3 X	OPER FAIL IN OP	3	STANDARDS
4	DAMAGED	4	PERSONNEL
EQUIPMENT STATUS (63)		5	ACCESSORIES
		6	BACKLOG
		7	OTHER

METROLOGY EQUIPMENT RECALL AND REPORT (65/75) METER CARD

REQUEST REPLY FROM ☐ MEC PMONA ☐ NASCR PAC ☐ NASCR LANT (64)

(65) ☐ CAL LAB STANDARD

Figure D-15. Example of Rejected Item.
(Page 1 of 2)

INSTRUCTIONS

1. When equipment is rejected, the calibration activity will complete Blocks 21 through 65, as applicable, of the preprinted METER Card received with the equipment to indicate rejection. The initials of the Supervisor who reviews the METER Card must be entered in Block 50. The WHITE COPY then will be mailed to the MEASURE Operational Control Center.

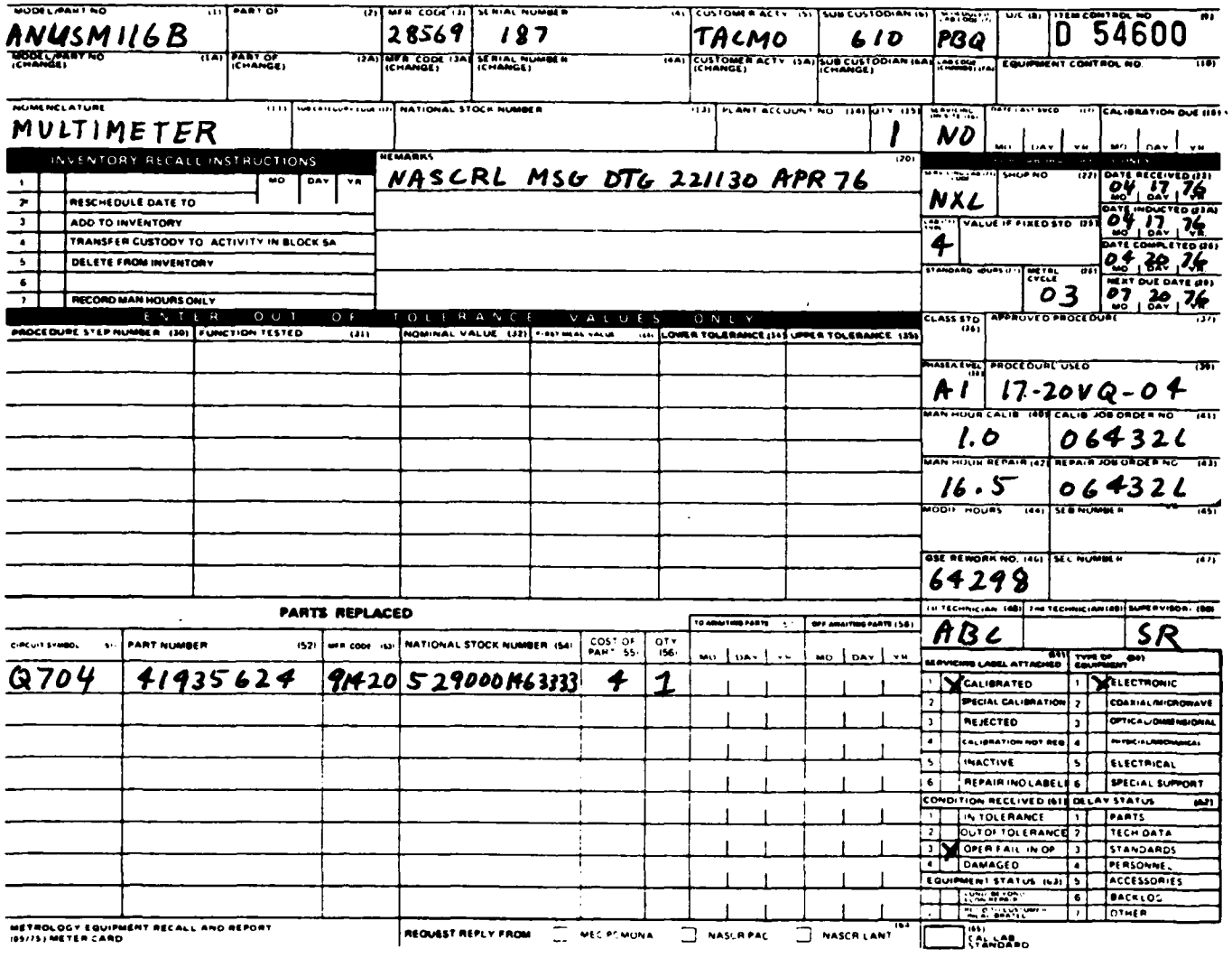
2. The calibration activity will return the PINK COPY of the METER Card and the BUFF COPY of the Equipment Identification and Receipt Tag, to the customer activity with the equipment.

NOTE: In the event that the calibration activity which rejects the equipment is directed to forward the equipment to a repair activity other than the customer activity, then, in addition to the steps outlined in Instruction 1, above, the following will apply:

a. Originate and process a handscribed METER Card in accordance with the instructions contained in Figure D-16, using identification information taken from the PINK COPY of the original METER Card.

b. Return the PINK COPY of the original METER Card, and the BUFF COPY of the Equipment Identification and Receipt Tag, to the customer activity.

Figure D-15. Example of Rejected Item
(Page 2 of 2)



MODEL/PART NO (1)	PART OF (2)	MFR CODE (3)	SERIAL NUMBER (4)	CUSTOMER ACCT (5)	SUB CUSTODIAN (6)		U/C (8)	ITEM CONTROL NO (9)	
AN/USM116B		28569	187	TACMO	610	PBQ		D 54600	
MODEL/PART NO (CHANGE) (1A)	PART OF (CHANGE) (2A)	MFR CODE (CHANGE) (3A)	SERIAL NUMBER (CHANGE) (4A)	CUSTOMER ACCT (CHANGE) (5A)	SUB CUSTODIAN (CHANGE) (6A)	LAB CODE (CHANGE) (7A)	EQUIPMENT CONTROL NO (10)		

NOMENCLATURE (11)	NATIONAL STOCK NUMBER (13)	PLANT ACCOUNT NO (14)	QTY (15)	SERVICING (16)	DATE ISSUED (17)	CALIBRATION DUE (18)
MULTIMETER			1	ND		

INVENTORY RECALL INSTRUCTIONS

		MO	DAY	YR
1				
2	RESCHEDULE DATE TO			
3	ADD TO INVENTORY			
4	TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5	DELETE FROM INVENTORY			
6				
7	RECORD MAN HOURS ONLY			

REMARKS (20): NASCRL MSG DTG 221130 APR 76

MAINT LEVEL (21)	SHOP NO (22)	DATE RECEIVED (23)	
NXL		04 17 76	
LAB LEVEL (23A)	VALUE IF FIXED STD (25)	DATE INDUCTED (23A)	
4		04 17 76	
STANDARD HOURS (27)	METRL CYCLE (28)	DATE COMPLETED (26)	
	03	04 20 76	
		NEXT DUE DATE (29)	
		07 20 76	

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	+OR- REAL VALUE (33)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

CLASS STD (26)	APPROVED PROCEDURE (37)
PHASE LEVEL (38)	PROCEDURE USED (39)
A1	17-20VQ-04
MAN HOUR CALIB (40)	CALIB JOB ORDER NO (41)
1.0	064321
MAN HOUR REPAIR (42)	REPAIR JOB ORDER NO (43)
16.5	064321
MODIF HOURS (44)	SEB NUMBER (45)
GSE REWORK NO. (46)	SEC NUMBER (47)
64298	

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO ARRIVE PARTS (57) MO	DAY	YR	OFF AWAITING PARTS (58) MO	DAY	YR
Q704	41935624	94420	5290004463333	4	1						

1ST TECHNICIAN (60)	2ND TECHNICIAN (60)
ABC	

SUPERVISOR (59)
SR

SERVICING LABEL ATTACHED (61)		TYPE OF EQUIPMENT (62)	
1	X CALIBRATED	1	X ELECTRONIC
2	SPECIAL CALIBRATION	2	COAXIAL/MICROWAVE
3	REJECTED	3	OPTICAL/DIMENSIONAL
4	CALIBRATION NOT REQ	4	PHYSICAL/MECHANICAL
5	INACTIVE	5	ELECTRICAL
6	REPAIR/NO LABEL	6	SPECIAL SUPPORT
CONDITION RECEIVED (61)		DELAY STATUS (62)	
1	IN TOLERANCE	1	PARTS
2	OUT OF TOLERANCE	2	TECH DATA
3	X OPER FAIL IN OP	3	STANDARDS
4	DAMAGED	4	PERSONNEL
EQUIPMENT STATUS (63)		5	ACCESSORIES
	UNSERVICEABLE (CONDEMNED)	6	BACKLOG
	UNSERVICEABLE (REPAIRABLE)	7	OTHER

(64) CAL LAB STANDARD

METROLOGY EQUIPMENT RECALL AND REPORT (65/75) METER CARD

REQUEST REPLY FROM (66) ☐ MEC POMONA ☐ NASCR PAC ☐ NASCR LANT

Figure D-16. Example of Induction for Depot Level Repair and/or Induction to Another Overhaul Activity for This Purpose.
(Page 1 of 2)

INSTRUCTIONS

1. The Calibration Activity which rejects the equipment will handscribe a new METER Card (see Figure D-9), ensuring that the information in Blocks 1 through 16 is transcribed exactly as it appears on the original METER Card. Do not check "Add To Inventory," Block 19-3.

2. Obtain authorization for reinduction of equipment to, and identity of, a new overhaul activity from the cognizant METCALREP. Enter the Depot Rework Control Number assigned by the cognizant METCALREP in Block 46, and enter the date-time group of the message authorization in Block 20.

3. Attach the new handscribed METER Card to the equipment, and ship to the repairing activity.

4. The repairing activity will repair and calibrate the equipment as necessary, and will complete Blocks 21 through 65, as applicable.

5. Ensure that calibration man-hours are entered in Block 40, and that the repair job order number is entered in Block 41.

6. Ensure that repair man-hours are entered in Block 42 and that the repair job order number is entered in Block 43.

7. Ensure that the initials of the Supervisor who reviews the METER Card are entered in Block 50.

Figure D-16. Example of Induction for Depot Level Repair and/or Induction to Another Overhaul Activity for This Purpose.
(Page 2 of 2)

MODEL/PART NO (1)	PART OF (2)	MFR CODE (3)	SERIAL NUMBER (4)	CUSTOMER ACTY (5)	SUB CUSTODIAN (6)	U/C (8)	ITEM CONTROL NO (9)
TRAVEL	10567			NARFNK	AMDWG		D 54600
MODEL/PART NO (CHANGE) (1A)	PART OF (CHANGE) (2A)	MFR CODE (CHANGE) (3A)	SERIAL NUMBER (CHANGE) (4A)	CUSTOMER ACTY (CHANGE) (5A)	SUB CUSTODIAN (CHANGE) (6A)		EQUIPMENT CONTROL NO. (10)

NOMENCLATURE (11) | NATIONAL STOCK NUMBER (13) | PLANT ACCOUNT NO (14) | QTY (15) | CALIBRATION DUE (18) MO DAY YR

INVENTORY RECALL INSTRUCTIONS

		MO	DAY	YR
1				
2	RESCHEDULE DATE TO			
3	ADD TO INVENTORY			
4	TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5	DELETE FROM INVENTORY			
6				
7	RECORD MAN HOURS ONLY			

REMARKS (20)

SHOP NO (27): NXL
DATE RECEIVED (22): 06 16 76 (MO DAY YR)
DATE INDUCTED (23A): MO DAY YR
VALUE IF FIXED STD (25)
DATE COMPLETED (26): 06 18 76 (MO DAY YR)
STANDARD HOURS | METRL CYCLE (28)
NEXT DUE DATE (29): MO DAY YR

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST MEAS VALUE (33)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

CLASS STD (36) | APPROVED PROCEDURE (37)
PHASE LEVEL (38) | PROCEDURE USED (39)
MAN HOUR CALIB (40): 24.0 | CALIB JOB ORDER NO (41)
MAN HOUR REPAIR (42) | REPAIR JOB ORDER NO (43)
MODIF HOURS (44) | SEB NUMBER (45)
GSE REWORK NO. (46) | SEC NUMBER (47)
1ST TECHNICIAN (48): JLA | 2ND TECHNICIAN (49) | SUPERVISOR (50): C.B.

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO AWAITING PARTS MO DAY YR	OFF AWAITING PARTS (58) MO DAY YR

SERVICING LABEL ATTACHED (59)		TYPE OF EQUIPMENT (64)	
1	CALIBRATED	1	ELECTRONIC
2	SPECIAL CALIBRATION	2	COAXIAL/MICROWAVE
3	REJECTED	3	OPTICAL/DIMENSIONAL
4	CALIBRATION NOT REQ	4	PHYSICAL/MECHANICAL
5	INACTIVE	5	ELECTRICAL
6	REPAIR (NO LABEL)	6	SPECIAL SUPPORT
CONDITION RECEIVED (61)		DELAY STATUS (62)	
1	IN TOLERANCE	1	PARTS
2	OUT OF TOLERANCE	2	TECH DATA
3	OPER FAIL IN OP	3	STANDARDS
4	DAMAGED	4	PERSONNEL
EQUIPMENT STATUS (63)		5	ACCESSORIES
		6	BACKLOG
		7	OTHER

METROLOGY EQUIPMENT RECALL AND REPORT (65-15) METER CARD | REQUEST REPLY FROM: MEL POMONA, NASIR PAC, NASIR LANT | (65) CAL LAB STANDARD

Figure D-17. Example of "Production Travel Time" Documentation.
(Page 1 of 2)

INSTRUCTIONS

1. Production travel time related to on-site calibration; e.g., travel time between the calibration activity and the first service site; between the first and second service sites; etc., may be shown on the METER Card.

2. A separate handscribed METER Card will be completed for each leg of the travel (do not wait until the travel loop is completed), and will be forwarded to the cognizant METCALREP, where the card will be reviewed. The individual who reviews the card will enter his initials in Block 50 (Supervisor).

3. The handscribed METER Card will be completed in accordance with the following steps, as shown in this Figure (see also Appendix I, paragraph I.25):

   a. Enter the word "TRAVEL" in Block 1, "Model/Part Number."

   b. Enter the last five digits of the Travel Order Number in Block 2, "Part Of."

   c. Enter the date that the travel commenced in Block 23, "Date Received."

   d. Enter the date that the travel was completed in Block 26, "Date Completed."

   e. Enter the actual man-hours expended for travel in Block 40, "Man Hour Calib." (Do not include delay time.)

   f. Enter the servicing laboratory's code in Block 21, "Servicing Lab Code."

   g. Enter departure point's Customer Activity Code in Block 5, "Customer Activity"; e.g., NARFNK; AMDOA; etc.

   h. Enter destination point's prime Customer Activity Code in Block 6, "Subcustodian"; e.g., AMDOA; etc.

   i. Enter the Technician's initials in Block 48, "1st Technician."

Figure D-17. Example of "Production Travel Time" Documentation.
(Page 2 of 2)

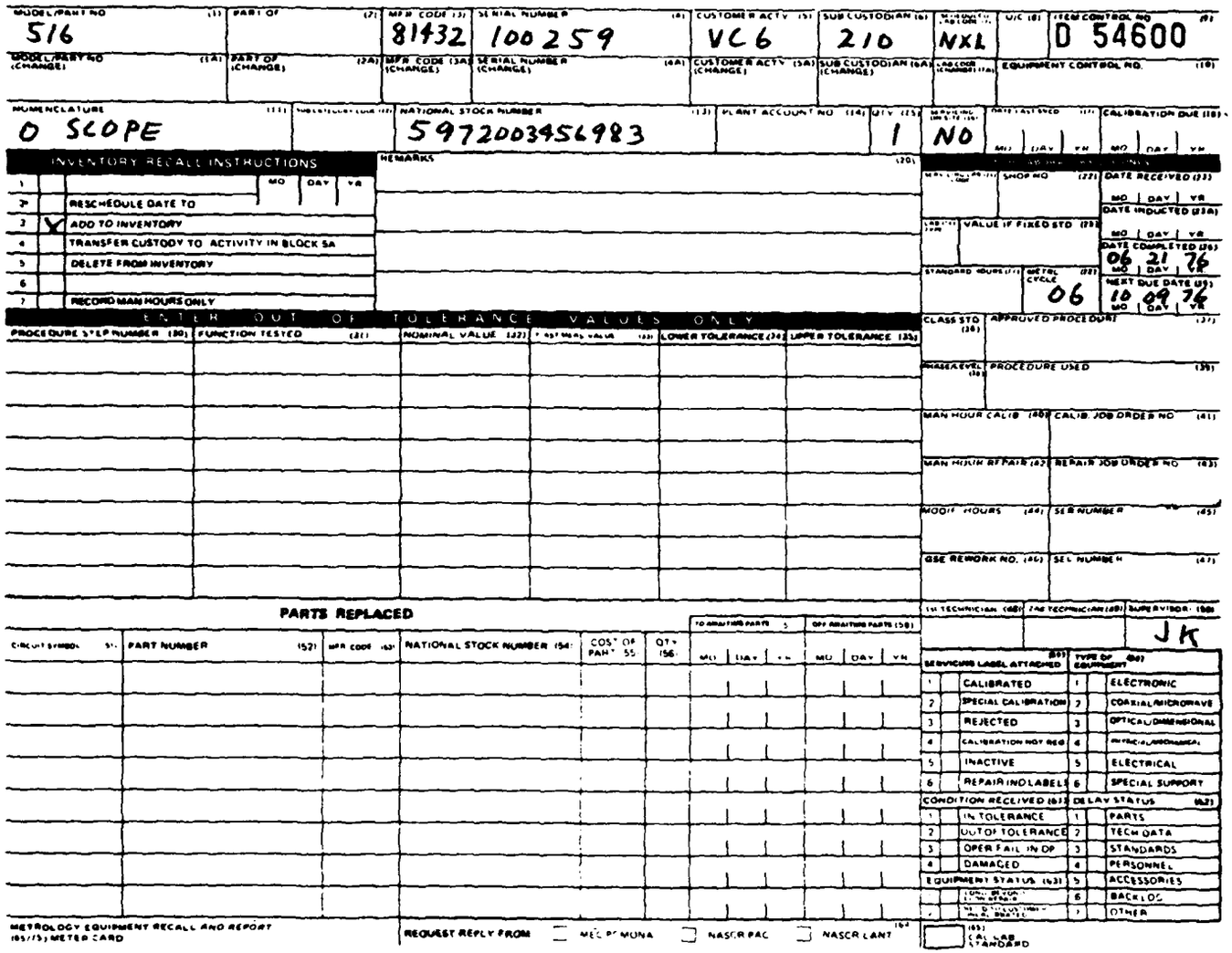


Figure D-18. Example of Addition to Inventory.
(Page 1 of 2)

INSTRUCTIONS

1. To add an item to the customer's inventory, the customer will submit a handscribed METER Card to the MOCC in the following manner:

   a. Complete Blocks 1 through 16, and Block 28.

   b. Check Block 19, Item 3, "Add To Inventory."

   c. Enter the current date in Block 26, "Date Completed."

   d. Enter the date that calibration is required in Block 29 (Next Due Date). This date should not be less than 90 days in the future.

   e. Enter the initials of the Supervisor who reviews the METER Card in Block 50.

2. No entries are permitted in Blocks 1A through 7A on an "Add to Inventory" METER Card.

3. Receipt of this type of METER Card by the MOCC will result in the generation, and in the transmission to the customer, of a new preprinted METER Card for this item of equipment, showing the information from Blocks 26 and 29 of the submitted card transposed into Blocks 17 and 18, respectively, of the new card.

4. If the entry in Block 29 necessitates a change in the test equipment calibration schedule promulgated each quarter by the cognizant METCALREP, such change must be reported to that METCALREP in accordance with current applicable instructions (see Figure D-9).

Figure D-18. Example of Addition to Inventory.
(Page 2 of 2)

METROLOGY EQUIPMENT RECALL AND REPORT (65/75) METER CARD

Field	Entry
MODEL/PART NO (1)	067-0521-01
PART OF (2)	
MFR CODE (3)	80089
SERIAL NUMBER (4)	004989
CUSTOMER ACTY (5)	AMDOA
SUB CUSTODIAN (6)	OCQ
(7)	NXL
U/C (8)	
ITEM CONTROL NO (9)	D 54600
MODEL/PART NO (CHANGE) (1A)	
PART OF (CHANGE) (2A)	
MFR CODE (CHANGE) (3A)	
SERIAL NUMBER (CHANGE) (4A)	
CUSTOMER ACTY (CHANGE) (5A)	NARFNK
SUB CUSTODIAN (CHANGE) (6A)	NXLPOOL
EQUIPMENT CONTROL NO (10)	
NOMENCLATURE (11)	CALIBRATION FIXTURE
NATIONAL STOCK NUMBER (13)	
PLANT ACCOUNT NO (14)	
QTY (15)	1
(16)	NO
DATE LAST SVCD (17)	04 27 75
CALIBRATION DUE (18)	04 27 76

INVENTORY RECALL INSTRUCTIONS

			MO	DAY	YR
1					
2		RESCHEDULE DATE TO			
3		ADD TO INVENTORY			
4	X	TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5		DELETE FROM INVENTORY			
6					
7		RECORD MAN HOURS ONLY			

REMARKS (20)

Field	Entry
(21)	NXL
SHOP NO (22)	
DATE RECEIVED (23) MO DAY YR	04 22 76
DATE INDUCTED (23A) MO DAY YR	04 23 76
VALUE IF FIXED STD (25)	
DATE COMPLETED (26) MO DAY YR	04 24 76
STANDARD HOURS (27)	5
METRL CYCLE (28)	12
NEXT DUE DATE (29) MO DAY YR	04 24 77
CLASS STD (36)	A
APPROVED PROCEDURE (37)	NA 17-20GN09
(38)	C1
PROCEDURE USED (39)	
MAN HOUR CALIB (40)	2.0
CALIB JOB ORDER NO (41)	94113-2
MAN HOUR REPAIR (42)	
REPAIR JOB ORDER NO (43)	
MODIF HOURS (44)	
SEB NUMBER (45)	
GSE REWORK NO. (46)	
SEL NUMBER (47)	
1ST TECHNICIAN (48)	RSV
2ND TECHNICIAN (49)	
SUPERVISOR (50)	JP

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST MEAS VALUE (33)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART 55	QTY (56)	TO AWAITING PARTS MO	DAY	YR	OFF AWAITING PARTS (58) MO	DAY	YR

SERVICING LABEL ATTACHED (59)			TYPE OF EQUIPMENT (60)		
1	X	CALIBRATED	1		ELECTRONIC
2		SPECIAL CALIBRATION	2		COAXIAL/MICROWAVE
3		REJECTED	3		OPTICAL/DIMENSIONAL
4		CALIBRATION NOT REQ	4	X	PHYSICAL/MECHANICAL
5		INACTIVE	5		ELECTRICAL
6		REPAIR (NO LABEL)	6		SPECIAL SUPPORT

CONDITION RECEIVED (61)			DELAY STATUS (62)		
1	X	IN TOLERANCE	1		PARTS
2		OUT OF TOLERANCE	2		TECH DATA
3		OPER FAIL IN OP	3		STANDARDS
4		DAMAGED	4		PERSONNEL
EQUIPMENT STATUS (63)			5		ACCESSORIES
			6		BACKLOG
			7		OTHER

REQUEST REPLY FROM ☐ MET POMONA ☐ NASCR PAC ☐ NASCR LANT (64)

(65) [X] CAL LAB STANDARD

Figure D-19. Example of "POOL" Standard Delivered to Calibration Laboratory by Customer (Item Exchanged).
(Page 1 of 2)

INSTRUCTIONS

1. Deliver the equipment to the calibration laboratory, with the appropriate METER Card attached, when the item is to be exchanged for a "POOL" asset.

2. Process the item through calibration, using normal documentation, with the following exceptions:

   a. Enter the servicing laboratory's Customer Code in Block 5A; e.g., NARFNK; NARFPA; etc.

   b. Check Block 19, Item 4.

   c. Enter the servicing laboratory's 3-letter Laboratory Code in Block 6A, followed by the word "POOL"; *e.g.*, NXLPOOL; JFBPOOL; *etc.*

3. In Block 50, enter the initials of the Supervisor who reviews the METER Card.

4. Maintain the GREEN COPY of the METER Card with the equipment so that the data can be obtained should a need for handscribing a METER Card arise prior to the receipt of the new preprinted card.

Figure D-19. Example of "POOL" Standard Delivered to Calibration Laboratory by Customer (Item Exchanged).
(Page 2 of 2)

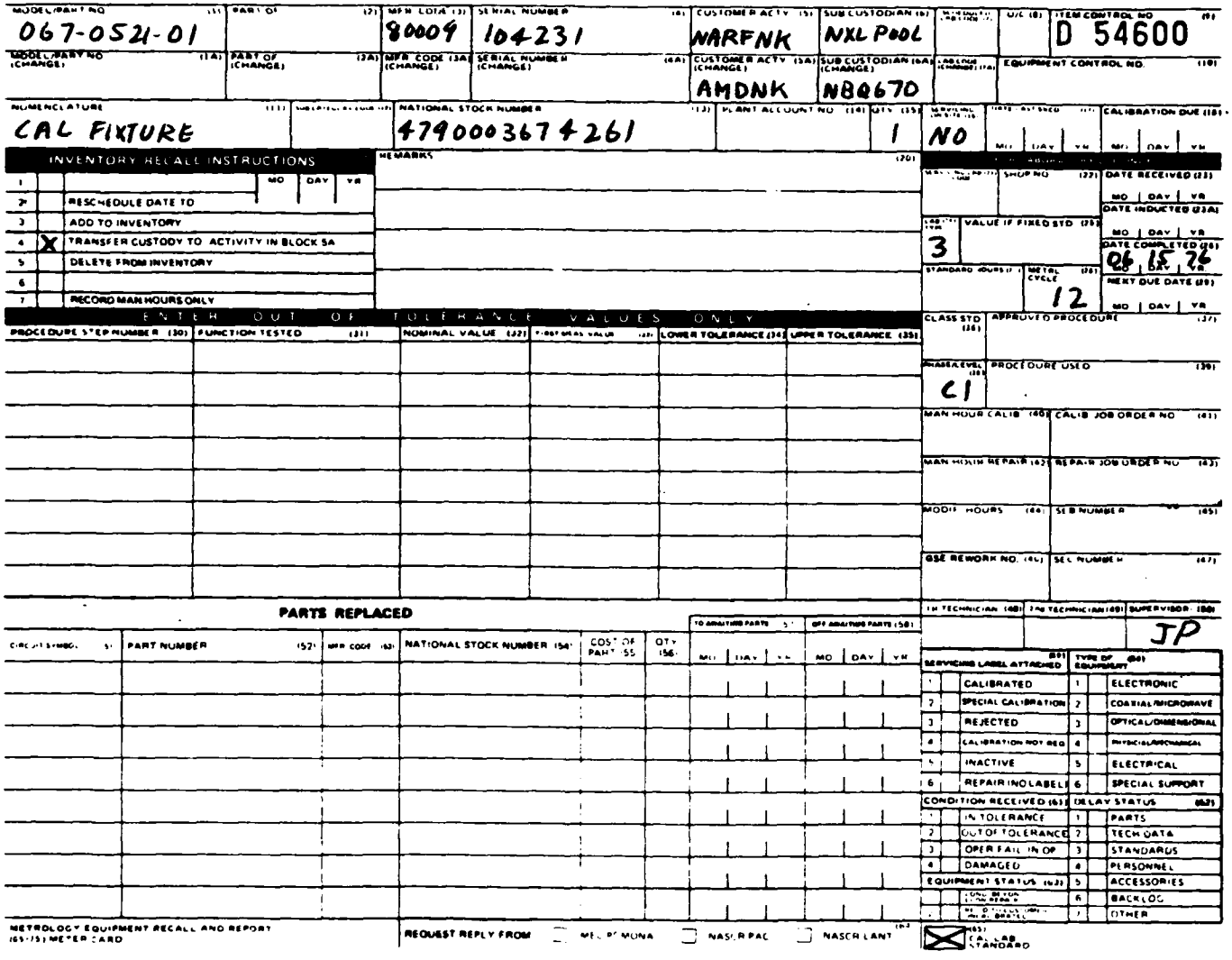


Figure D-20. Example of "POOL" Standard Issued to Customer from Laboratory "POOL."
(Page 1 of 2)

INSTRUCTIONS

1. Handscribe a METER Card (or submit a preprinted one, if available) utilizing the identifying information taken from the GREEN COPY of the original METER Card.

2. If a handscribed METER Card is used, then:

   a. Enter, in Block 5, the servicing activity's Customer Activity Code; e.g., NARFNK.

   b. Enter, in Block 6, the servicing activity's Calibration Laboratory Code, followed by the word "POOL"; e.g., NXLPOOL.

3. Then, if using either a handscribed, or a preprinted, METER Card:

   a. Enter, in Block 5A, the receiving activity's Customer Activity Code; e.g., AMDNK.

   b. Enter in Block 6A the receiving activity's Calibration Laboratory Code; e.g., NBQ670. (The Shop Number "670" is optional.)

   c. Check Block 19, Item 4.

   d. Complete Block 26, and enter initials of the Supervisor who reviews the METER Card in Block 50. Mail the WHITE COPY to the MEASURE Operational Control Center.

   e. Send the PINK COPY to the customer with the equipment.

Figure D-20. Example of "POOL" Standard Issued to Customer from Laboratory "POOL."
(Page 2 of 2)

MODEL/PART NO (1): ANUSM116A
PART OF (2):
MFR CODE (3): 21643
SERIAL NUMBER (4): 98765
CUSTOMER ACTY (5): AMDOA
SUB CUSTODIAN (6): 670
NXL
U/C (8):
ITEM CONTROL NO (9): D 54600

MODEL/PART NO (CHANGE) (1A):
PART OF (CHANGE) (2A):
MFR CODE (CHANGE) (3A):
SERIAL NUMBER (CHANGE) (4A):
CUSTOMER ACTY (CHANGE) (5A): NARFNK
SUB CUSTODIAN (CHANGE) (6A): POOL
EQUIPMENT CONTROL NO. (10):

NOMENCLATURE (11): ELECT MULTIMETER
NATIONAL STOCK NUMBER (13): 6125-00-432-9941
PLANT ACCOUNT NO (14):
QTY (15): 1
NO
DATE RECEIVED: 03 09 76
CALIBRATION DUE (18): 06 09 76

		INVENTORY RECALL INSTRUCTIONS	MO	DAY	YR
1					
2		RESCHEDULE DATE TO			
3		ADD TO INVENTORY			
4	X	TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5		DELETE FROM INVENTORY			
6					
7		RECORD MAN HOURS ONLY			

REMARKS (20):

SHOP NO (22): NXL A4960
DATE RECEIVED (23): 06 10 76
DATE INDUCTED (23A): 06 11 76
VALUE IF FIXED STD (25): 3
DATE COMPLETED (26): 06 13 76
STANDARD HOURS: 3.0
METRL CYCLE (28): 03
NEXT DUE DATE (29): 09 13 76

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST MEAS VALUE (33)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

CLASS STD (36): A
APPROVED PROCEDURE (37): 17-20VQ-04
PROCEDURE USED (39):
MAN HOUR CALIB (40): 8.0
CALIB JOB ORDER NO (41): 604123
MAN HOUR REPAIR (42):
REPAIR JOB ORDER NO (43):
MODIF HOURS (44):
SEB NUMBER (45):
GSE REWORK NO. (46):
SEL NUMBER (47):
1ST TECHNICIAN (48): JNA
2ND TECHNICIAN (49):
SUPERVISOR (50): TR

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO AWAITING PARTS MO	DAY	YR	OFF AWAITING PARTS (58) MO	DAY	YR

SERVICING LABEL ATTACHED (59)			TYPE OF EQUIPMENT (60)		
1	X	CALIBRATED	1	X	ELECTRONIC
2		SPECIAL CALIBRATION	2		COAXIAL/MICROWAVE
3		REJECTED	3		OPTICAL/DIMENSIONAL
4		CALIBRATION NOT REQ	4		PHYSICAL/MECHANICAL
5		INACTIVE	5		ELECTRICAL
6		REPAIR (NO LABEL)	6		SPECIAL SUPPORT
CONDITION RECEIVED (61)			DELAY STATUS (62)		
1	X	IN TOLERANCE	1		PARTS
2		OUT OF TOLERANCE	2		TECH DATA
3		OPER FAIL IN OP	3		STANDARDS
4		DAMAGED	4		PERSONNEL
EQUIPMENT STATUS (63)			5		ACCESSORIES
			6		BACKLOG
			7		OTHER

METROLOGY EQUIPMENT RECALL AND REPORT (85/75) METER CARD

REQUEST REPLY FROM ☐ MEC POMONA ☐ NASC R PAC ☐ NASC R LANT (64)

(65) CAL LAB STANDARD ☐

Figure D-21. Example of "POOL" TMDE Item Delivered to Calibration Laboratory by Customer (Item Exchanged). (Page 1 of 2)

INSTRUCTIONS

1. Deliver the Test, Measuring and Diagnostic Equipment (TMDE) to the calibration laboratory, with the appropriate METER Card attached, when an item is to be exchanged for a "POOL" asset.

2. Process the item through calibration, using normal documentation, with the following exceptions:

   a. Enter the servicing laboratory's Customer Code in Block 5A; e.g., NARFNK; NARFPA; etc.

   b. Check Block 19, Item 4.

   c. Enter the word "POOL" in Block 6A.

3. Enter the initials of the Supervisor reviewing the METER Card in Block 50.

4. Maintain the GREEN COPY of the METER Card with the equipment so that the data can be obtained should a need for handscribing a METER Card arise prior to the receipt of the new preprinted card.

Figure D-21. Example of "POOL" TMDE Item Delivered to Calibration Laboratory by Customer (Item Exchanged).
(Page 2 of 2)

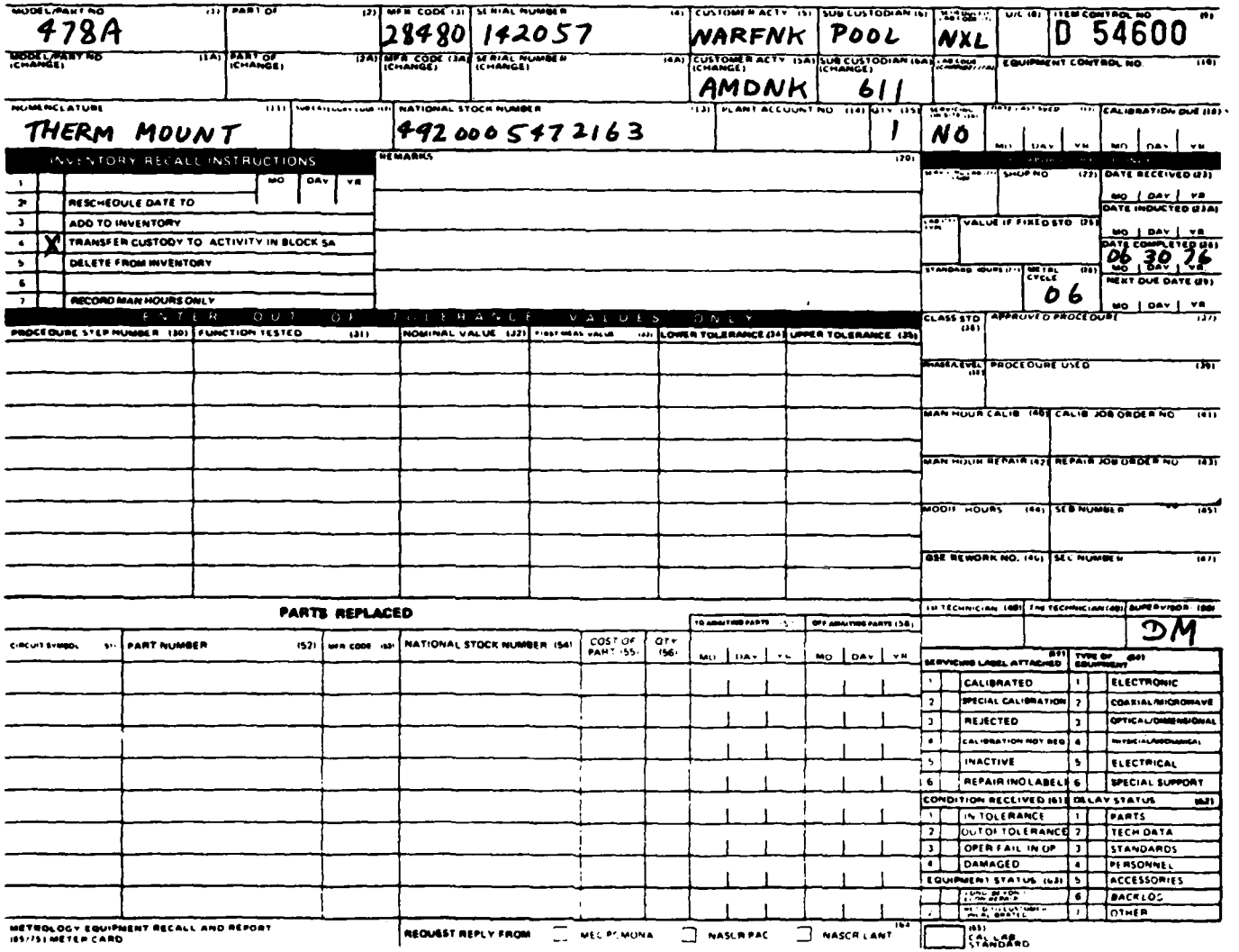


Figure D-22. Example of "POOL" TMDE Item Issued to Customer from "POOL."
(Page 1 of 2)

INSTRUCTIONS

1. Handscribe a METER Card (or submit a preprinted one, if available), utilizing identifying information taken from the GREEN COPY of the original METER Card.

2. If a handscribed METER Card is used, then:

   a. Enter, in Block 5, the servicing activity's Customer Activity Code; e.g., NARFNK.

   b. Enter, in Block 6, the word "POOL."

3. Then, if using either a handscribed, or a preprinted, METER Card:

   a. Enter, in Block 5A, the receiving activity's Customer Activity Code; e.g., AMDNK.

   b. Enter, in Block 6A, the receiving activity's Subcustodian Code; e.g., 611.

   c. Check Block 19, Item 4.

   d. Complete Block 26, and enter the initials of the Supervisor who reviews the METER Card in Block 50. Mail the WHITE COPY to the MEASURE Operational Control Center.

   e. Send the PINK COPY to the customer with the equipment.

Figure D-22. Example of "POOL" TMDE Item Issued to Customer from "POOL."
(Page 2 of 2)

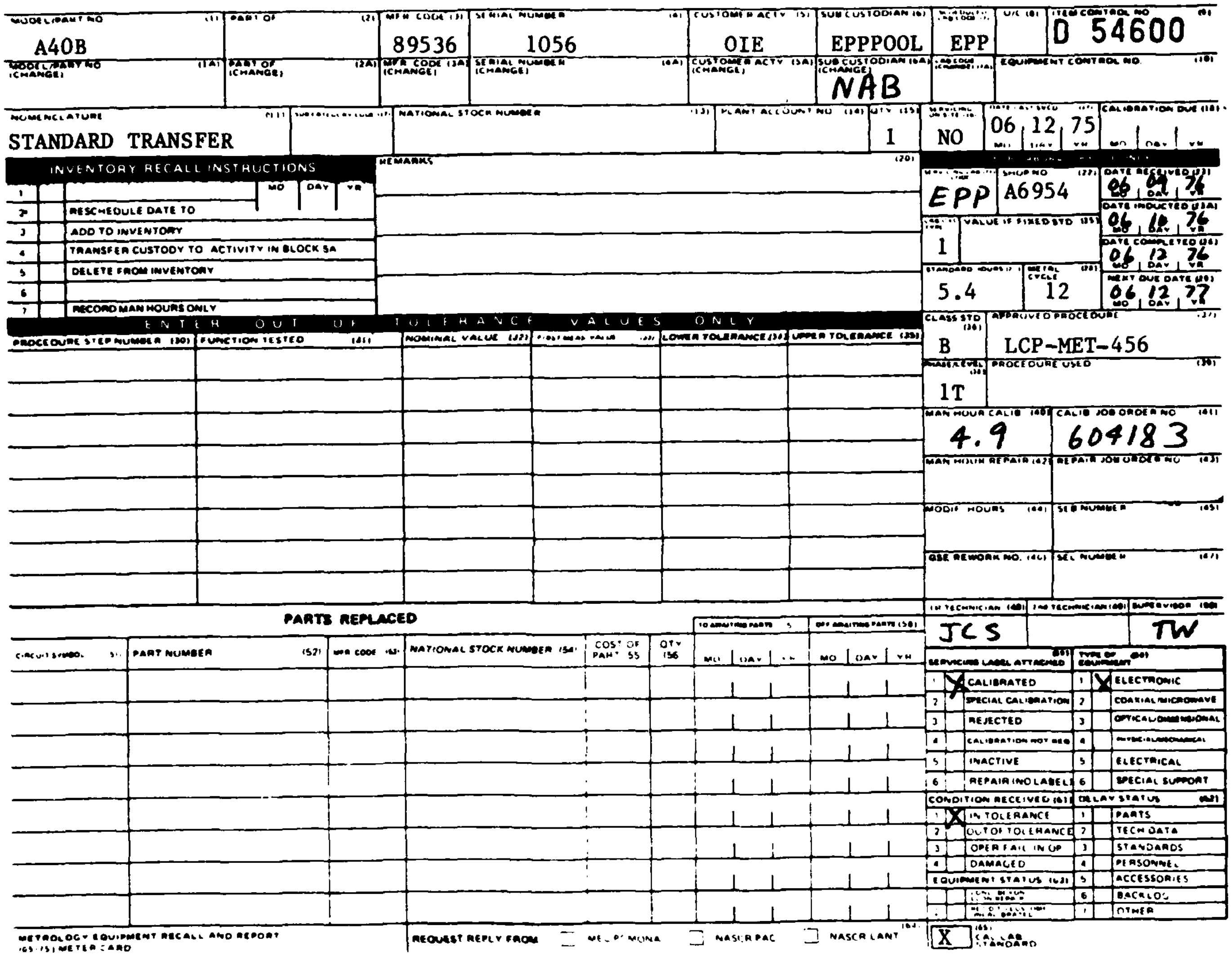

MODEL/PART NO (1): A40B
PART OF (2):
MFR CODE (3): 89536
SERIAL NUMBER (4): 1056
CUSTOMER ACTY (5): OIE
SUBCUSTODIAN (6): EPPPOOL
EPP
I/C (8)
ITEM CONTROL NO (9): D 54600
MODEL/PART NO (CHANGE) (1A)
PART OF (CHANGE) (2A)
MFR CODE (CHANGE) (3A)
SERIAL NUMBER (CHANGE) (4A)
CUSTOMER ACTY (CHANGE) (5A)
SUBCUSTODIAN (CHANGE) (6A): NAB
EQUIPMENT CONTROL NO (10)
NOMENCLATURE (11): STANDARD TRANSFER
NATIONAL STOCK NUMBER (13)
PLANT ACCOUNT NO (14)
QTY (15): 1
NO
06 12 75
MO DAY YR
CALIBRATION DUE (18)
MO DAY YR
INVENTORY RECALL INSTRUCTIONS
MO DAY YR
1
2 RESCHEDULE DATE TO
3 ADD TO INVENTORY
4 TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A
5 DELETE FROM INVENTORY
6
7 RECORD MAN HOURS ONLY
REMARKS (20)
EPP
SHOP NO (22): A6954
DATE RECEIVED (23): 06 09 76
MO DAY YR
DATE INDUCTED (23A): 06 10 76
MO DAY YR
VALUE IF FIXED STD (25)
1
DATE COMPLETED (26): 06 12 76
MO DAY YR
STANDARD HOURS
5.4
METRL CYCLE (28): 12
NEXT DUE DATE (29): 06 12 77
MO DAY YR
ENTER OUT OF TOLERANCE VALUES ONLY
PROCEDURE STEP NUMBER (30)
FUNCTION TESTED (31)
NOMINAL VALUE (32)
LOWER TOLERANCE (34)
UPPER TOLERANCE (35)
CLASS STD (36): B
APPROVED PROCEDURE (37): LCP-MET-456
PROCEDURE USED (38)
1T
MAN HOUR CALIB (40): 4.9
CALIB JOB ORDER NO (41): 604183
MAN HOUR REPAIR (42)
REPAIR JOB ORDER NO (43)
MODIF HOURS (44)
SEB NUMBER (45)
GSE REWORK NO. (46)
SEC NUMBER (47)
1ST TECHNICIAN (48): JCS
2ND TECHNICIAN (49)
SUPERVISOR (50): TW
PARTS REPLACED
CIRCUIT SYMBOL (51)
PART NUMBER (52)
MFR CODE (53)
NATIONAL STOCK NUMBER (54)
COST OF PART (55)
QTY (56)
MO DAY YR
MO DAY YR
SERVICING LABEL ATTACHED (59)
1 X CALIBRATED
2 SPECIAL CALIBRATION
3 REJECTED
4 CALIBRATION NOT REQ
5 INACTIVE
6 REPAIR (NO LABEL)
TYPE OF EQUIPMENT (60)
1 X ELECTRONIC
2 COAXIAL/MICROWAVE
3 OPTICAL/DIMENSIONAL
4 PHYSICAL/MECHANICAL
5 ELECTRICAL
6 SPECIAL SUPPORT
CONDITION RECEIVED (61)
1 X IN TOLERANCE
2 OUT OF TOLERANCE
3 OPER FAIL IN OP
4 DAMAGED
DELAY STATUS (62)
1 PARTS
2 TECH DATA
3 STANDARDS
4 PERSONNEL
5 ACCESSORIES
6 BACKLOG
7 OTHER
EQUIPMENT STATUS (63)
METROLOGY EQUIPMENT RECALL AND REPORT
METER CARD
REQUEST REPLY FROM
NASCR PAC
NASCR LANT
X CAL LAB STANDARD

Figure D-23. Example of a METER Card for "Operation Interlab" Standard Calibrated and Being Sent to Customer.
(Page 1 of 2)

INSTRUCTIONS

1. All METER Cards for "Operation Interlab" equipment remain at the Type I Laboratory, regardless of who the custodian is at any particular time.

2. Upon receipt of the MEASURE Recall Schedule, the Type I Laboratory will calibrate a replacement "POOL" Standard and send the equipment to the customer.

3. The METER Card will be completed by the Type I Laboratory in the normal manner, with the following exception:

   Enter the Lab Code of the participating laboratory in Block 6A.

4. The initials of the Supervisor who reviews the METER Card must be entered in Block 50.

5. Mail the completed WHITE COPY of the METER Card to the MEASURE Operational Control Center.

Figure D-23. Example of a METER Card for "Operation Interlab" Standard Calibrated and being Sent to Customer.
(Page 2 of 2)

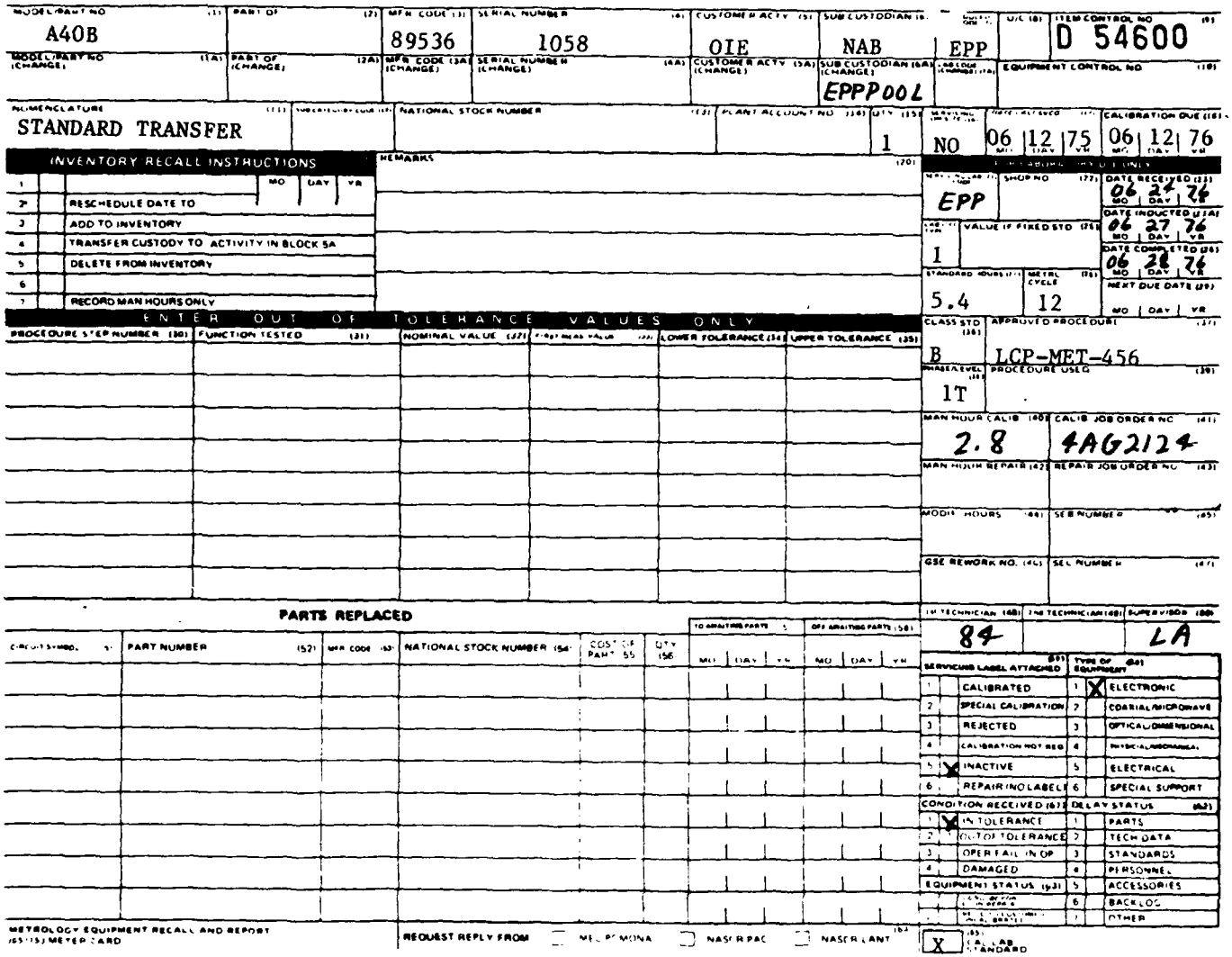


Figure D-24. Example of a METER Card for "Operation Interlab" Standard Returned to the Type I Laboratory for Calibration.
(Page 1 of 2)

INSTRUCTIONS

1. Upon receipt of the replacement calibrated "Operation Interlab" POOL" Standard, the customer will ship the recalled Standard to the Type I Laboratory.

2. Upon receipt of the recalled "Operation Interlab" Standard, the Type I Laboratory will perform an operational check, and will make the following entries on the METER Card pertaining to the recalled Standard:

   a. Enter the appropriate Type I Lab Code followed by "POOL" in Block 6A; e.g., EPPPOOL.

   b. Enter the date the equipment was received in Block 23.

   c. Enter the date inducted for operational check in Block 23A.

   d. Enter the date completed in Block 26.

   e. Leave "Next Due Date," Block 29, blank.

   f. Enter an "X" in "Inactive," Block 59, Item 5, and complete Blocks 60 and 61, as applicable.

   g. Enter calibration man-hours in Block 40.

   h. Enter initials or number(s) of the Technician(s) in Block 48 (and 49), as required.

   i. Enter the initials of the Supervisor who reviews the METER Card in Block 50.

3. Mail the completed WHITE COPY of the METER Card to the MEASURE Operational Control Center.

Figure D-24. Example of a METER Card for "Operation Interlab" Standard Returned to the Type I Laboratory for Calibration.
(Page 2 of 2)

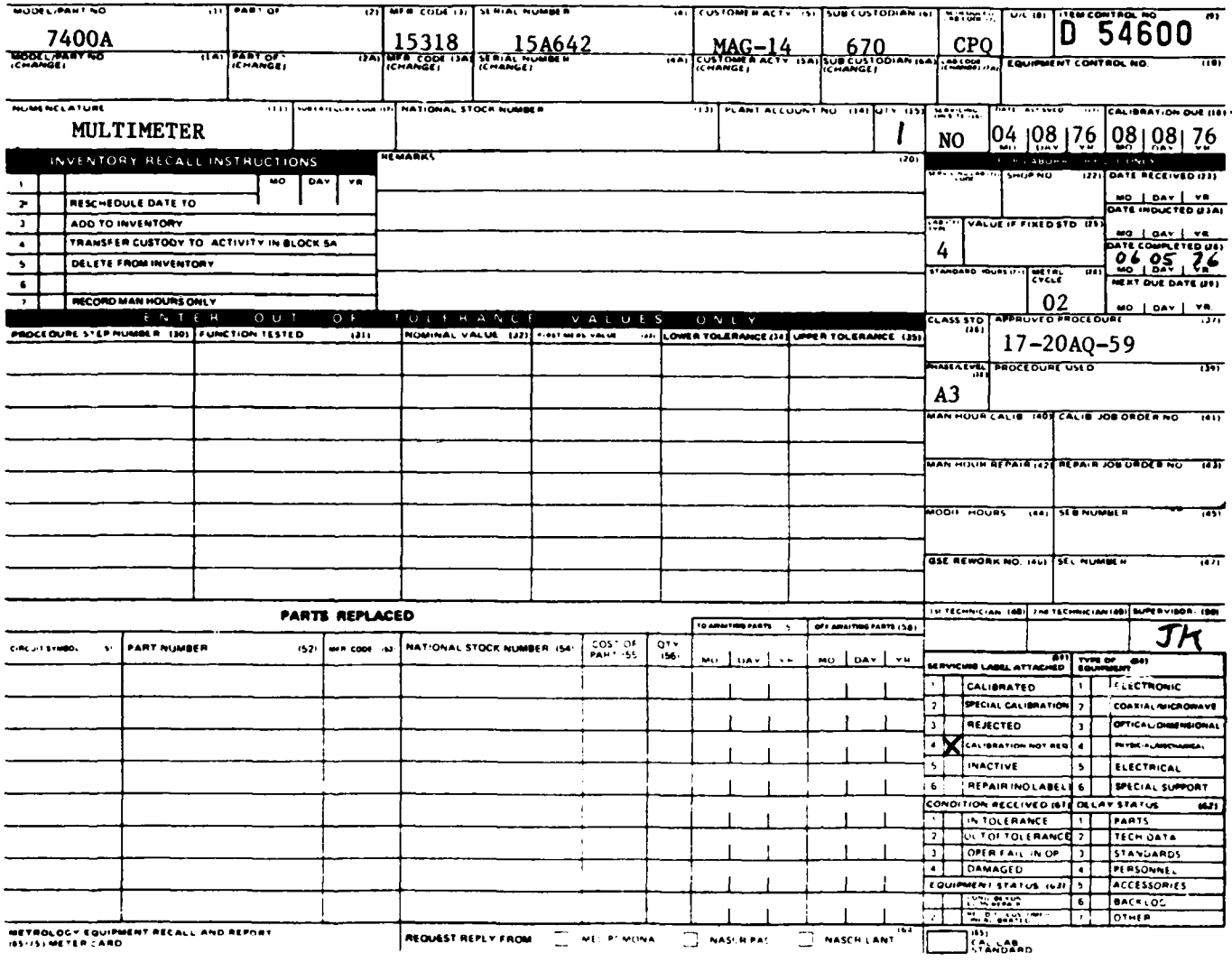


Figure D-25. Example of Placing Equipment in an NCR (No Calibration Required) Status. (Page 1 of 2)

INSTRUCTIONS

1. To place equipment in an NCR (No Calibration Required) status, enter a check in Block 59, Item 4; enter the date of the transaction in Block 26; and enter the initials of the Supervisor who reviews the METER Card in Block 50.

2. The customer, or the laboratory, will affix the WHITE and ORANGE "NCR" label to equipment.

3. Upon receipt of the METER Card, the MOCC will preprint and forward to the customer a replacement METER Card, showing "NCR" printed in Block 18 (Calibration Due) and "NR" printed in Block 28 (METRL Cycle).

4. The equipment will remain on the customer's inventory, but will not be recalled.

Figure D-25. Example of Placing Equipment in an NCR (No Calibration Required) Status.
(Page 2 of 2)

MODEL/PART NO	PART OF	MFR CODE	SERIAL NUMBER	CUSTOMER ACTY	SUB CUSTODIAN		U/C	ITEM CONTROL NO
ANUSM116A		21634	235674	AMDOA	670	NXL		D 54600
MODEL/PART NO (CHANGE)	PART OF (CHANGE)	MFR CODE (CHANGE)	SERIAL NUMBER (CHANGE)	CUSTOMER ACTY (CHANGE)	SUB CUSTODIAN (CHANGE)			EQUIPMENT CONTROL NO

NOMENCLATURE		NATIONAL STOCK NUMBER	PLANT ACCOUNT NO	QTY			CALIBRATION DUE
ELECT MULTIMETER		6125-00-432-9941		1	NO	03 15 76	06 15 76

INVENTORY RECALL INSTRUCTIONS	MO	DAY	YR
1			
2 RESCHEDULE DATE TO			
3 ADD TO INVENTORY			
4 TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5 DELETE FROM INVENTORY			
6			
7 RECORD MAN HOURS ONLY			

REMARKS

SHIP TO	NXL	DATE RECEIVED	06 12 76
TYPE CAL	3	VALUE IF FIXED STD	DATE INDUCTED CAL 06 13 76
STANDARD HOURS	3.0	METRL CYCLE 03	DATE COMPLETED 06 15 76
			NEXT DUE DATE 09 15 76

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER	FUNCTION TESTED	NOMINAL VALUE	FIRST REAL VALUE	LOWER TOLERANCE	UPPER TOLERANCE
4.1.2.3	DC VOLTAGE	1.4V	1.8V	1.2V	1.6V

CLASS STD	APPROVED PROCEDURE
A	17-20VQ-04
PHASE LEVEL F3	PROCEDURE USED
MAN HOUR CALIB 3.5	CALIB JOB ORDER NO 4AG1700
MAN HOURS REPAIR	REPAIR JOB ORDER NO
MODIF HOURS	SEB NUMBER
GSE REWORK NO.	SEL NUMBER

1ST TECHNICIAN	2ND TECHNICIAN	SUPERVISOR
26		SK

PARTS REPLACED

CIRCUIT SYMBOL	PART NUMBER	MFR CODE	NATIONAL STOCK NUMBER	COST OF PART	QTY	TO ADDITIVE PARTS MO	TO ADDITIVE PARTS DAY	TO ADDITIVE PARTS YR	OFF ADDITIVE PARTS MO	OFF ADDITIVE PARTS DAY	OFF ADDITIVE PARTS YR
CR102	IN2942	86142	5961008432110	4	1						

SERVICING LABEL ATTACHED		TYPE OF EQUIPMENT	
1	X CALIBRATED	1	X ELECTRONIC
2	SPECIAL CALIBRATION	2	COAXIAL/MICROWAVE
3	REJECTED	3	OPTICAL/DIMENSIONAL
4	CALIBRATION NOT REQ	4	
5	INACTIVE	5	ELECTRICAL
6	REPAIR/NO LABEL	6	SPECIAL SUPPORT

CONDITION RECEIVED		DELAY STATUS	
1	IN TOLERANCE	1	PARTS
2	X OUT OF TOLERANCE	2	TECH DATA
3	OPER FAIL IN OP	3	STANDARDS
4	DAMAGED	4	PERSONNEL
EQUIPMENT STATUS		5	ACCESSORIES
		6	BACKLOG
		7	OTHER

METROLOGY EQUIPMENT RECALL AND REPORT (DD 1-75) METER CARD

REQUEST REPLY FROM ☐ [illegible] ☐ NASC RPAC ☐ NASC LANT

☐ CAL LAB STANDARD

Figure D-26. Example of Calibration Transaction.
(Page 1 of 2)

INSTRUCTIONS

1. This transaction occurs when an item is calibrated.

2. Enter the servicing laboratory's code in Block 21.

3. Enter date received, date inducted, date completed, and next due date in Blocks 23, 23A, 26, and 29, respectively.

4. Enter the man-hours to calibrate in Block 40, and the initials, or number, of the Technician performing the calibration in Block 48.

5. Check the appropriate item (one only) in each of the following: Block 59, Block 60, Block 61.

6. If Block 61, Item 2, "Out of Tolerance," is checked, Blocks 30-35 must be completed when information is available (See Appendix I, paragraph 2 for Classified Equipment Entries). If Blocks 30-35 are completed. Block 61, Item 2, must be checked.

7. When parts are replaced incidental to calibration, use available information to complete Blocks 51 through 56, and record all man-hours in Block 40, "Man Hour Calib." If the repair is not incidental to calibration, record the repair man-hours in Block 42, "Man Hour Repair."

8. Complete any other Blocks, as required; i.e., Block 41 if a Job Order Number is required; Block 39 if a procedure other than the one preprinted in Block 37 is used, or if no procedure is preprinted in Block 37; etc.

9. Enter the initials of the Supervisor who reviews the METER Card in Block 50.

Figure D-26. Example of Calibration Transaction.
(Page 2 of 2)

MODEL/PART NO (1)	PART OF (2)	MFR CODE (3)	SERIAL NUMBER (4)	CUSTOMER ACTY (5)	SUB CUSTODIAN (6)	[illegible]	I/C (8)	ITEM CONTROL NO (9)
3310A		28480	123876	CVN65	610	MGQ		D 54600
MODEL/PART NO (CHANGE) (1A)	PART OF (CHANGE) (2A)	MFR CODE (CHANGE) (3A)	SERIAL NUMBER (CHANGE) (4A)	CUSTOMER ACTY (CHANGE) (5A)	SUB CUSTODIAN (CHANGE) (6A)	LAB CODE (CHANGE)	EQUIPMENT CONTROL NO. (10)	

NOMENCLATURE (11)	[illegible]	NATIONAL STOCK NUMBER (13)	PLANT ACCOUNT NO (14)	QTY (15)	[illegible]	DATE LAST SVCD (17)	CALIBRATION DUE (18)
FUNCTION GENERATOR		5840-00-675-3249		1	NO	10 15 74	04 15 75

INVENTORY RECALL INSTRUCTIONS

			MO	DAY	YR
1					
2		RESCHEDULE DATE TO			
3		ADD TO INVENTORY			
4		TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5		DELETE FROM INVENTORY			
6					
7		RECORD MAN HOURS ONLY			

REMARKS (20)

[illegible]	SHOP NO (22)	DATE RECEIVED (23) MO DAY YR
MGQ		04 14 75
[illegible]	VALUE IF FIXED STD (25)	DATE INDUCTED (23A) MO DAY YR
4		04 14 75
STANDARD HOURS	METRL CYCLE	DATE COMPLETED MO DAY YR
	06	04 15 75
		NEXT DUE DATE (29) MO DAY YR

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST MEAS VALUE (33)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

CLASS STD (36)	APPROVED PROCEDURE (37)
	LCP-MET-306
PHASE LEVEL (38)	PROCEDURE USED (39)
C1	
MAN HOUR CALIB (40)	CALIB JOB ORDER NO (41)
MAN HOUR REPAIR (42)	REPAIR JOB ORDER NO (43)
MODIF HOURS (44)	SEB NUMBER (45)
0.5	1559
GSE REWORK NO. (46)	SEL NUMBER (47)

1st TECHNICIAN (48)	2nd TECHNICIAN (49)	SUPERVISOR (50)
LJR		KB

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO AWAITING PARTS MO	DAY	YR	OFF AWAITING PARTS (58) MO	DAY	YR

SERVICING LABEL ATTACHED (61)		TYPE OF EQUIPMENT (60)	
1	CALIBRATED	1	ELECTRONIC
2	SPECIAL CALIBRATION	2	COAXIAL/MICROWAVE
3	REJECTED	3	OPTICAL/DIMENSIONAL
4	CALIBRATION NOT REQ	4	PHYSICAL/MECHANICAL
5	INACTIVE	5	ELECTRICAL
6	REPAIR (NO LABEL)	6	SPECIAL SUPPORT

CONDITION RECEIVED (61)		DELAY STATUS (62)	
1	IN TOLERANCE	1	PARTS
2	OUT OF TOLERANCE	2	TECH DATA
3	OPER FAIL IN OP	3	STANDARDS
4	DAMAGED	4	PERSONNEL
EQUIPMENT STATUS (63)		5	ACCESSORIES
	[illegible]	6	BACKLOG
	[illegible]	7	OTHER

METROLOGY EQUIPMENT RECALL AND REPORT (65/75) METER CARD

REQUEST REPLY FROM ☐ MEL POMONA ☐ NASC RPAC ☐ NASC R LANT

(65) CAL LAB STANDARD ☐

Figure D-27. Example of Modification Transaction.
(Page 1 of 2)

INSTRUCTIONS

1. This transaction occurs when an item is modified by an officially published Change or Bulletin.

2. Enter the servicing laboratory's code in Block 21.

3. Enter date received, date inducted, and date completed in Blocks 23, 23A, and 26, respectively.

4. Enter the number of the Support Equipment Bulletin (SEB) or Electronic Information Bulletin (EIB), the Support Equipment Change (SEC), Field Change (FC), or Ordnance Alteration (ORDALT) in Block 45 or Block 47, as required. For all other modifications, leave Blocks 44, 45, and 47 blank, and document the man-hours in Block 42, "Man Hour Repair."

5. Enter the modification man-hours in Block 44, and the initials of the Technician performing the service in Block 48.

6. If the modification requires the recalibration of the item, see Figure D-26 (Example of Calibration Transaction).

7. Enter the initials of the Supervisor who review the METER Card in Block 50.

Figure D-27. Example of Modification Transaction.
(Page 2 of 2)

MODEL/PART NO (1)	PART OF (2)	MFR CODE (3)	SERIAL NUMBER (4)	CUSTOMER ACTY (5)	SUB CUSTODIAN (6)		U/C (8)	ITEM CONTROL NO (9)
SG317	ANARM22	45367	AF8462	MAG26	610	MCC		D 54600
MODEL/PART NO (CHANGE) (1A)	PART OF (CHANGE) (2A)	MFR CODE (CHANGE) (3A)	SERIAL NUMBER (CHANGE) (4A)	CUSTOMER ACTY (CHANGE) (5A)	SUB CUSTODIAN (CHANGE) (6A)		EQUIPMENT CONTROL NO. (10)	

NOMENCLATURE (11)		NATIONAL STOCK NUMBER (13)	PLANT ACCOUNT NO (14)	QTY (15)		DATE CALIBRATED (17)	CALIBRATION DUE (18)
		5970-00-345-6783			YES	04 13 76	04 20 77

INVENTORY RECALL INSTRUCTIONS (MO / DAY / YR)

1.
2. RESCHEDULE DATE TO
3. ADD TO INVENTORY
4. TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A
5. DELETE FROM INVENTORY
6.
7. RECORD MAN HOURS ONLY

REMARKS (20)

UNMATCHED ITEM SEE MEASURE FORMAT

215 DATED: 04-20-77

SHOP NO (22) | DATE RECEIVED (23) MO / DAY / YR | DATE INDUCTED (23A) MO / DAY / YR

VALUE IF FIXED STD (25): 3 | DATE COMPLETED (26) MO / DAY / YR

STANDARD HOURS | METRL CYCLE (28): 06 | NEXT DUE DATE (29) MO / DAY / YR

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)	FIRST MEAS VALUE (33)	LOWER TOLERANCE (34)	UPPER TOLERANCE (35)

CLASS STD (36) | APPROVED PROCEDURE (37)

PROCEDURE USED (39)

MAN HOUR CALIB (40) | CALIB JOB ORDER NO (41)

MAN HOUR REPAIR (42) | REPAIR JOB ORDER NO (43)

MODIF HOURS (44) | SEB NUMBER (45)

GSE REWORK NO. (46) | SEC NUMBER (47)

TECHNICIAN (48) | TECHNICIAN (49) | SUPERVISOR (50)

PARTS REPLACED

CIRCUIT SYMBOL (51)	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	TO AWAITING PARTS (57) MO / DAY / YR	OFF AWAITING PARTS (58) MO / DAY / YR

SERVICING LABEL ATTACHED (59)	TYPE OF EQUIPMENT (60)
1 CALIBRATED	1 ELECTRONIC
2 SPECIAL CALIBRATION	2 COAXIAL/MICROWAVE
3 REJECTED	3 OPTICAL/DIMENSIONAL
4 CALIBRATION NOT REQ	4 PHYSICAL/MECHANICAL
5 INACTIVE	5 ELECTRICAL
6 REPAIR (NO LABEL)	6 SPECIAL SUPPORT
CONDITION RECEIVED (61)	**DELAY STATUS (62)**
1 IN TOLERANCE	1 PARTS
2 OUT OF TOLERANCE	2 TECH DATA
3 OPER FAIL IN OP	3 STANDARDS
4 DAMAGED	4 PERSONNEL
EQUIPMENT STATUS (63)	5 ACCESSORIES
	6 BACKLOG
	7 OTHER

METROLOGY EQUIPMENT RECALL AND REPORT (65-15) METER CARD

REQUEST REPLY FROM ☐ MEL POMONA ☐ NASRPAC ☐ NASCRLANT (64)

(65) ☐ CAL LAB STANDARD

Figure D-28. Example of Unmatched METER Card Transaction.
(Page 1 of 2)

INSTRUCTIONS

1. This transaction occurs when a METER Card reflecting an item not on the customer's inventory is received by the MOCC and either Block 19, Item 3 (Add To Inventory) or Item 7 (Record Man Hours Only) is not checked.

2. A METER Card will be preprinted with the information from the METER Card received by the MOCC and with the preprinted note in Block 20, as shown in the example.

3. This preprinted METER Card and an accompanying Format 215 will be returned to the MEASURE customer indicated in Block 5. No information from the METER Card submitted originally will be entered into the data base.

4. The customer receiving the preprinted METER Card and the accompanying Format 215 must correct the METER Card and return it to the MOCC in order to enter the information into the data base. This METER Card MAY NOT be used for any other purpose; e.g., calibration, repair, modification; or making an item Inactive or NCR.

5. If the item on the returned METER Card is in the customer's inventory and a date is preprinted in Block 18, it is necessary to follow the procedure described in Figure D-5 (Calibration Due Date Rescheduling), using the date from Block 18. The date in Block 18 is provided for this purpose. If Block 18 is blank, this is not necessary.

6. If the item on the returned METER Card is not in the customer's inventory and the item is to be added to inventory, follow the procedure described in Figure D-18 (Addition to Inventory).

7. Enter the appropriate corrections, the date completed in Block 26, and the initials of the Supervisor reviewing the METER Card in Block 50.

8. Submit the WHITE COPY of the METER Card to the MOCC.

Figure D-28. Example of Unmatched METER Card Transaction.
(Page 2 of 2)

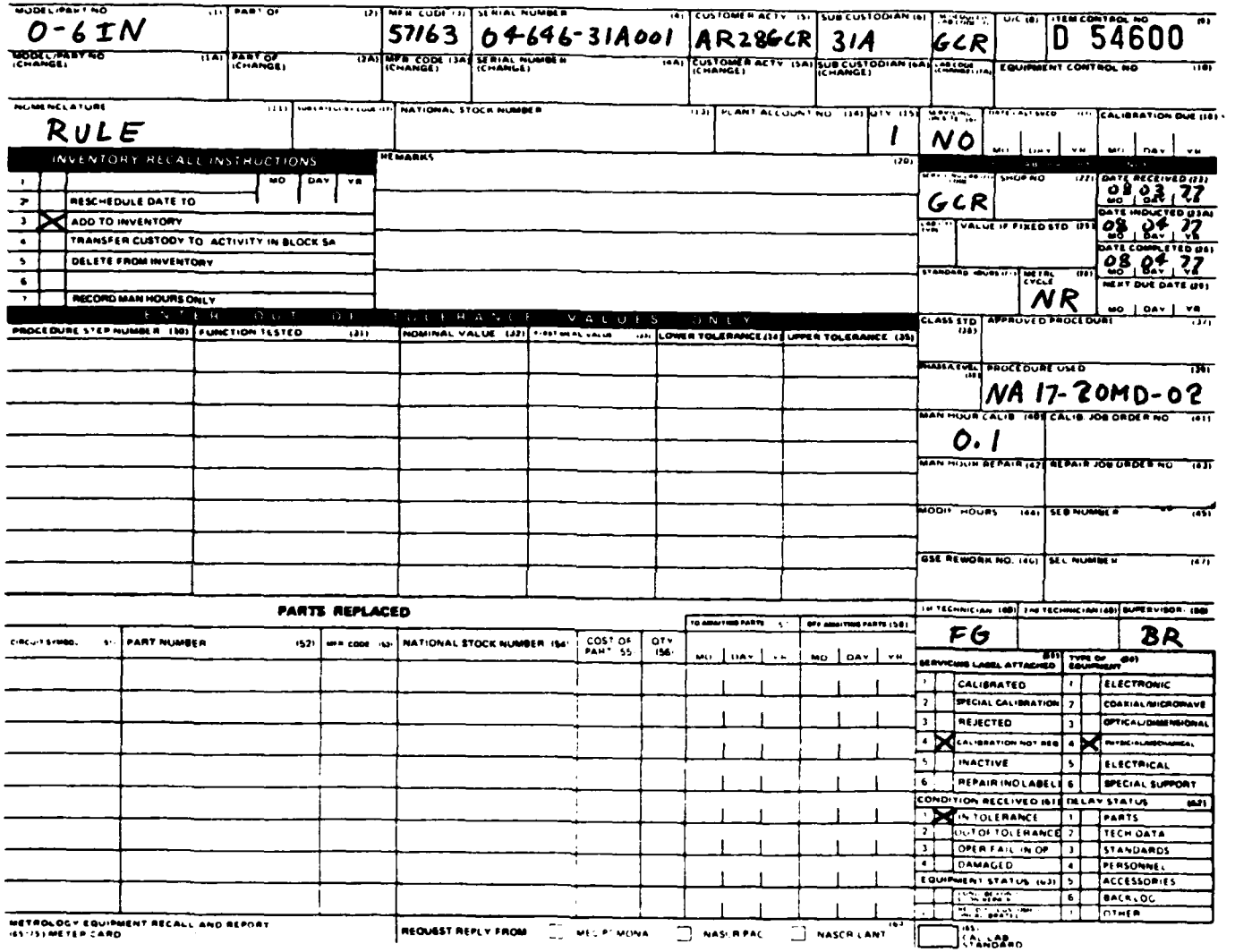


Figure D-29. Example of Addition to Inventory of Inactive/NCR Item, with or without Man-Hours Documented.
(Page 1 of 2)

INSTRUCTIONS

1. This transaction occurs when an Inactive or NCR item is to be added to inventory, with or without man-hours documented.

2. Complete Blocks 1, 3, 4, 5, 7, 11, 15, and 16, as a minimum. The entry in Block 7 will be the code of the calibration activity that will service the equipment.

3. Enter an "X" in Block 19, Item 3, and in Block 59, Item 4, if the equipment is NCR, or in Block 59, Item 5, if the equipment is Inactive.

4. Enter "NR" in Block 28 for NCR items. Enter the proper METRL Cycle of the item in Block 28 for Inactive items.

5. If the equipment will NOT be submitted to a calibration activity and NO man-hours will be documented, the customer submitting this "Add To Inventory" item will enter the transaction date in Block 26 and the initials of the supervisor reviewing the METER Card in Block 50. The customer then will submit the WHITE COPY of the METER Card to the MOCC.

6. If the equipment will be submitted to a calibration activity and man-hours will be documented, the customer will submit the METER Card, completed as in steps 1 - 4 above, to the calibration activity. The calibration activity will complete Blocks 21, 23, 23A, 26, 39, 48, 50, 60, and 61, and Blocks 40, 42, and/or 44, as applicable, plus any other applicable Blocks. The calibration activity then will submit the WHITE COPY of the METER Card to the MOCC.

Figure D-29. Example of Addition to Inventory of Inactive/NCR Item, with or without Man-Hours Documented.
(Page 2 of 2)

Field	Entry
MODEL/PART NO (1)	247AS11-100-006
PART OF (2)	ANUSM247V
MFR CODE (3)	77327
SERIAL NUMBER (4)	AR692
CUSTOMER ACTY (5)	MMAMD
SUB CUSTODIAN (6)	VAST
(7)	MGQ
ITEM CONTROL NO (9)	D 54600
NOMENCLATURE (11)	FREQ TIME INT METER
QTY (15)	1
(16)	N
(17)	06 28 76
CALIBRATION DUE (18)	12 28 76
(21)	MGQ
DATE RECEIVED (23)	12 27 76
DATE INDUCTED (23A)	12 27 76
(24)	4
DATE COMPLETED (28)	12 28 76
METRL CYCLE (27)	06
NEXT DUE DATE (29)	06 28 77
APPROVED PROCEDURE (37)	16-30USM247-611
(38)	F3
MAN HOUR CALIB (40)	4.2
(48)	JP
(49)	26
SUPERVISOR (50)	AH

INVENTORY RECALL INSTRUCTIONS

			MO	DAY	YR
1					
2		RESCHEDULE DATE TO			
3		ADD TO INVENTORY			
4		TRANSFER CUSTODY TO ACTIVITY IN BLOCK 5A			
5		DELETE FROM INVENTORY			
6					
7		RECORD MAN HOURS ONLY			

REMARKS (20)

ENTER OUT OF TOLERANCE VALUES ONLY

PROCEDURE STEP NUMBER (30)	FUNCTION TESTED (31)	NOMINAL VALUE (32)		LOWER TOLERANCE	UPPER TOLERANCE

PARTS REPLACED

CIRCUIT SYMBOL	PART NUMBER (52)	MFR CODE (53)	NATIONAL STOCK NUMBER (54)	COST OF PART (55)	QTY (56)	MO	DAY	YR	MO	DAY	YR

SERVICING LABEL ATTACHED: 1 [X] CALIBRATED; 2 SPECIAL CALIBRATION; 3 REJECTED; 4 CALIBRATION NOT REQ; 5 INACTIVE; 6 REPAIR (NO LABEL)

TYPE OF EQUIPMENT: 1 [X] ELECTRONIC; 2 COAXIAL/MICROWAVE; 3 OPTICAL/DIMENSIONAL; 4 PHYSICAL/MECHANICAL; 5 ELECTRICAL; 6 SPECIAL SUPPORT

CONDITION RECEIVED (61): 1 [X] IN TOLERANCE; 2 OUT OF TOLERANCE; 3 OPER FAIL IN OP; 4 DAMAGED

DELAY STATUS (62): 1 PARTS; 2 TECH DATA; 3 STANDARDS; 4 PERSONNEL; 5 ACCESSORIES; 6 BACKLOG; 7 OTHER

EQUIPMENT STATUS (63)

METROLOGY EQUIPMENT RECALL AND REPORT (65/15) METER CARD

REQUEST REPLY FROM: MET POMONA; NASC PAC; NASC LANT

CAL LAB STANDARD

Figure D-30. Example of "VAST" Calibration Action Documentation

(Page 1 of 2)

METER Cards documenting Intermediate Leval VAST calibration actions should be filled out in the same manner as for any other equipment, except for the following:

1. The indicated Subcustodian (Block 6) should reflect "VAST" vice the work center number. Up to 4 additional letters or numbers may be added, if desired.

2. The Scheduled Lab Code (Block 7) and Servicing Lab Code (Block 21) will always reflect the code of the supporting Intermediate Level/Field Calibration Activity, whether the calibration is accomplished by personnel of that activity or not.

3. When Calibration is accomplished by VAST technicians, the calibration must be verified, and appropriate calibration labels attached, by personnel of the supporting Intermediate Level/Field Calibration Activity. Block 40 of the METER Card will reflect the total man-hours expended by both technicians, and the initials of each shall be entered in Blocks 48 (1st technician) and 49 (2nd technician) respectively.

4. "On-Line" servicing actions will not be reported under MEASURE. See Appendix I, paragraph I.26.

Figure D-30. Example of "VAST" Calibration Action Documentation
(Page 2 of 2)

APPENDIX E

REQUIRED CUSTOMER FUNCTIONS

APPENDIX E

REQUIRED CUSTOMER FUNCTIONS

E.1 RESPONSIBILITY

Each customer activity must ensure that the test equipment and Standards, for which that activity has been assigned primary responsibility, are submitted on a timely basis to a calibration activity for required calibration. Accordingly, the Quality Assurance Division, or the Calibration Coordinator, within each customer activity should monitor the scheduled submissions of these equipments to ensure that these equipments are submitted to the appropriate calibration activity as directed by current, applicable instructions.

The MEASURE Program is designed, among other things, to assist customer activities in the fulfillment of the foregoing responsibility. It does this by providing for the automatic scheduling and recall of all such test equipment and Standards for calibration. If MEASURE is to perform this function effectively, each customer activity must submit its initial Inventory Report Form promptly to the cognizant METCALREP for approval and forwarding to the MEASURE Operational Control Center (MOCC). The MOCC, based upon the information contained on these Inventory Report Forms, then can provide the necessary preprinted METER Cards, computer printouts of the customer's inventory, and equipment Recall Schedules.

It is absolutely essential that each customer activity, through the submission of METER Cards, promptly update its recorded inventory; i.e., the inventory data maintained in the computer data base by the MOCC. Only in this way will it be possible to project calibration requirements in sufficient time to permit the incorporation of these requirements into the next Recall Schedule. If the inventory is not updated promptly, new activity items will have to be rescheduled, or be submitted to a calibration activity for "unscheduled" calibration upon prior approval of the cognizant METCALREP. NOTE: To ensure that a Standard, or that an item of test equipment, will appear on the appropriate Recall Schedule, the associated METER Card or Inventory Report Form must be submitted to the MOCC for processing no less than 60 days prior to the Calibration Due Date shown on that Card or Inventory Report Form.

E.2 CUSTOMER IDENTIFICATION

Each Systems Command will develop its own MEASURE customer/ Subcustodian identification codes. Guidelines for the development of these codes are presented in Appendix A (Table A-1, Items 1 and 3). Customer activities, which are to implement the MEASURE program, will contact the cognizant METCALREP for the assignment of the proper customer/subcustodian identification code. Once assigned, these codes will not be changed without the prior approval of the cognizant METCALREP.

E.3 INVENTORY REPORT FORMS

The MEASURE TMDE Inventory Report Form and the MEASURE Calibration Standards Inventory Report Form are used to provide the initial input of data pertaining to TMDE and to Calibration Standards, respectively, which require periodic calibration and which are in the custody of the participating activi-

(customer) submitting the inventory data. The appropriate Inventory Report Form(s) is (are) submitted by the customer, on a one-time basis, via the Intermediate Level/Field Calibration Activity which has been designated to provide the requisite calibration support to the customer. The Intermediate Level/Field Calibration Activity will screen the Inventory Report Forms of its customers to determine whether the required calibration capability exists. Equipment which is found to exceed the capability of that Intermediate Level/ Field Calibration Activity will be noted on the inventory. The inventory then will be forwarded to the cognizant METCALREP for final screening and for laboratory code assignment for the items so noted, if applicable. All other calibration activities will submit their initial inventories directly to the cognizant METCALREP.

The Inventory Report Forms normally will be used only for the initial submission of inventory data, since subsequent updates of the inventory will be accomplished by the submission of MEASURE METER Cards. However, if 10, or more, Standards or items of TMDE, respectively, are to be added to the customer's inventory, the appropriate Inventory Report Form may be used. In this case, the Form(s) will be prepared and submitted, in the same manner as for the initial submission of inventory data, except that the phrase "Add-O-Inventory" must be entered above the "Customer Activity Code" block at the top center of the Form.

The MEASURE TMDE and the MEASURE Calibration Standards Inventory Report Forms are illustrated in Figures A-1 and A-2, respectively. Instructions delineating the initial procedures to be followed by activities directed to use MEASURE in the calibration of their equipment, and instructions for the completion of the Inventory Report Forms, are contained in Appendix A.

E.4 METER CARD

E.4.1 General

The Metrology Equipment Recall and Report (METER) Card is the primary operative input to MEASURE, and it is submitted to the MEASURE Operational Control Center on an "as required" basis. In part, the METER Card is preprinted by the MEASURE Operational Control Center with information taken from the initial inventory data submitted on the Inventory Report Forms, together with such updated data as may appear on any prior METER Card. The balance of the information required will be entered on the card by the customer activity, or by the calibration activity, as appropriate (see also Appendix B and D). The METER Card is used by the customer activity to report changes in the scheduled laboratory; i.e., the calibration activity to which the equipment is submitted for calibration (changes in the scheduled laboratory which involve Type III Laboratories, and above, must be approved by the cognizant METCALREP. The METER Card also is used by the customer activity to report additions and deletions to its inventory; to report changes in subcustodianship and equipment status; and to correct errors in the inventory data file. For procedures, see Appendix B and I. Blank METER Cards are available through the cognizant METCALREP.

E.4.2 METER Card Submission

The customer is responsible for submitting the WHITE copy of the METER Card to the MOCC when any action, or status change, under the customer's

cognizance requires that a data input be made to update the inventory data base. The customer also is responsible for ensuring that the applicable METER Card, either preprinted or handscribed, is attached to each item of equipment submitted to the calibration activity. Calibration laboratories and Intermediate Level/Field Calibration Activities will not induct, for calibration, any item which is not accompanied by an appropriate preprinted, or handscribed, METER Card. In those cases where preprinted METER Cards have not been furnished to the customer by the MOCC, METER Cards will be handscribed by the customer, using information taken from his latest Format 310/350, prior to the submission of an item of equipment. Calibration activity personnel will assist the customer, as required, and in any case, will check the submitted handscribed METER Card for the completeness and accuracy of the entered data before accepting the equipment. The METER Card is shown in Figure B-1, and completion instructions are delineated in Appendix B and D. In all cases, the calibration activity will return the PINK copy of the METER Card to customer, when the equipment is returned.

E.4.3 METER Card Submission for Non-MEASURE Customers

For procedures, see Appendix D, Figure D-10; and Appendix I, paragraph I.11.

E.4.4 METER Card Handling

METER Cards should be inserted into plastic, or other suitable, envelopes. The envelopes then can be tied to the respective equipments, prior to submission to a calibration activity. Plastic envelopes may be obtained through the Navy Supply System (NSN 8105-00-837-7757).

E.5 MEASURE REFERRAL CARD

The MEASURE Referrel Card, shown in Figure E-1, is used by activities participating in the MEASURE Program to submit, to cognizant authorities, operational or policy questions, recommendations, and comments pertaining to MEASURE. When using this Card, customer activities should line through the word "Lab" in the "Lab" Code" space, and enter their Customer Activity Code in this space. Customer activities also should line through the word "Lab" in the "Lab Supervisor" space, and activity Supervisor should sign the card in this space. For further instructions, see Appendix B, Table B, Table B-1, Block 64.

E.6 RECALL SCHEDULES

The purpose of the MEASURE Recall Schedules is to list those items of equipment which are due into a laboratory for calibration. It serves as a reminded to, and a planning document for, the customer activity, the subcustodian, and the laboratory performing the calibration. MEASURE Recall Schedules for equipments, other than those which are inactive or are classified as No Calibration Required (NCR), are generated by the MEASURE Operation Control Center and are forwarded to the appropriate customers, with copies to the cognizant calibration activities. Separate schedules are printed, indicating the equipments which are due for calibration during the scheduled period by Intermediate Level/Field Calibration Activities, calibration laboratories, and

MEASURE REFERRAL CARD

12ND WPNSTAC 5230/72 (6-74)

QUESTION CONCERNS: ☐ FORMATS ☐ METER CARD

☐ OTHER _____

DESCRIPTION OF REFERRAL AND RECOMMENDATIONS: _____

_____

_____

_____

_____

_____

YOUR ACTIVITY: _____ LAB CODE: _____

DATE: _____ YOUR NAME: _____

REPLY REQUESTED: ☐ YES ☐ NO LAB SUPERVISOR _____

(SIGNATURE)

Figure E-1. MEASURE Referral Card.

calibration teams "on-site." These Recall Schedules should be received 20 days prior to the period in which the calibration is scheduled. If they have not been received 15 days prior to the scheduled period, the cognizant METCALREP should be notified. The monthly MEASURE Recall Schedule (Format 800) is shown in Figure J-16. A glossary of terminology is provided as a part of this Figure.

Each Recall Schedule comprises a set of four identical copies. One such set is provided to the the supporting calibration activity as an aid to work load planning, and a second set is sent to the customer activitiy.

E.7 PRODUCT/FORMAT DISTRIBUTION

E.7.1 General

MEASURE Products/Formats have been designed to meet the data information requirements of several levels of management. Many MEASURE Formats are forwarded automatically by the MOCC to the customer activities on a regular basis such distribution being based upon the type/level of those activities and upon established requirements. Others however, are available from the DPF only upon the receipt of an approved request from the cognizant METCALREP. Accordingly, Customer Activities, having a requirement for a particular Format which is not being received automatically, should forward the requirement to the cognizant METCALREP for approval. Such requests should include a justification of the need for the Format, together with a statement indicating the frequency at which the Format is required (see Appendix J, paragraph J.3 for additional details and instruction).

E.7.2 MEASURE Customer Automatic Distribution List

The following MEASURE Products are distributed automatically to customer activities by the MOCC at the intervals shown:

a.	Format 215, Unmatched Listing	As Required
b.	Format 310, Test Equipment Inventory	Monthly
c.	Format 350, Test Equipment Inventory in Subcustodian Order	Monthly
d.	Format 800, Recall Schedule, "On-Site" Equipment	Monthly/ Quarterly
e.	Format 800, Recall Schedule, Equipments Due in Laboratory	Monthly/ Quarterly
f.	Replenishment Preprinted METER Cards	As Required
g.	Blank METER Cards	Initial Issue

NOTE: All customers which also are calibration activities will receive the Formats listed in Appendix F, paragraphs F.8.1 or F.8.2, as applicable.

APPENDIX F

REQUIRED CALIBRATION ACTIVITY FUNCTIONS

APPENDIX F

REQUIRED CALIBRATION ACTIVITY FUNCTIONS

F.1 RESPONSIBILITY

It is the responsibility of each calibration activity to ensure that required calibration is performed on equipment submitted in accordance with the MEASURE Recall Schedule and as directed by the cognizant METCALREP. Deviations from the Recall Schedule must have prior approval.

F.2 LABORATORY IDENTIFICATION

All calibration activities implementing MEASURE will contact the cognizant METCALREP for the designated laboratory codes. Any changes to these codes must have the prior approval of that METCALREP.

F.3 INVENTORY REPORT FORMS

The MEASURE TMDE Inventory Report Form and the MEASURE Calibration Standards Inventory Report Form are used to provide the initial input of data pertaining to TMDE and to Calibration Standards, respectively, which require periodic calibration and which are in the custody of the participating activity (customer) submitting the inventory data. The appropriate Inventory Report Form(s)is (are) submitted by the customer, on a one-time basis, via the Intermediate Level/Field Calibration Activity which has been designated to provide the requisite calibration support to that customer. The Intermediate Level/ Field Calibration Activity will screen the Inventory Report Forms of its customers to determine whether the required calibration capability exists. Equipment which is found to exceed the capability of that Intermediate Level/ Field Calibration Activity will be noted on the inventory. The inventory then will be forwarded to the cognizant METCALREP for final screening and for laboratory code assignment for the items so noted, if applicable. All other calibration activities will submit their initial inventories directly to the cognizant METCALREP.

The two Inventory Report Forms normally will be used only for the initial submission of inventory data, since subsequent updates of the inventory will be accomplished by the submission of MEASURE METER Cards. However, if 10, or more, Standards or items of TMDE, respectively, are to be added to the customer's inventory, the appropriate Inventory Report Form may be used. In this case, the Form(s) will be prepared and submitted in the same manner as for the initial submission of inventory data, except that the phrase "Add-On-Inventory" must be entered above the "Customer Activity Code" block at the top center of the Form.

The MEASURE TMDE and the MEASURE Calibration Standards Inventory Report Forms are illustrated in Figure A-1 and A-2, respectively. Instructions delineating the initial procedures to be followed by activities directed to use MEASURE in the calibration of their equipment, and instructions for the completion of the Inventory Report Forms, are contained in Appendix A.

F.4 METER CARD

F.4.1 General

The Metrology Equipment Recall and Report (METER) Card is the primary operative input to MEASURE, and is submitted to the MEASURE Operational Control Center (MOCC) on an "as required" basis. The METER Card is preprinted inpart by the MOCC with information taken from the inventory and from update data contained on prior METER Cards. The balance of the information required is entered on the METER Card by the customer activity, or by the calibration activity, as appropriate (refer to Appendix B). The METER Card is used by the calibration activity to report all actions taken on each item of equipment during calibration/servicing. For procedures, see Appendix B and Appendix I.

F.4.2 METER Card Submission

It is the responsibility of the customer submitting equipment for calibration/servicing to ensure that the applicable METER Card is attached to each item submitted to the calibration activity. No equipment will be inducted into calibration activities reporting under MEASURE unless it is accompanied by a preprinted, or handscribed, METER Card. Handscribed METER Cards normally are used to add new equipment to the customer's inventory, but may be used in other instances when a preprinted METER Card is not available. Blank METER Cards are provided automatically by the MOCC to the MEASURE Customers and calibration activities. If additional blank METER Cards are required, these may be requested through the cognizant METCALREP. In instances where neither preprinted METER Cards nor blank cards are available, the supporting laboratory will provide METER Cards on an "as required" basis for equipment to be received by that particular laboratory. Calibration activity personnel will assist the customer in the completion of these cards, where required. In all cases, they will check the Meter Card for completeness and accuracy prior to accepting the equipment. The handscribed METER Card should reflect the exact data contained in the customer's Inventory Report Form and, for MEASURE customers, should be filled out in accordance with Figure D-9. Handscribed METER Cards for non-MEASURE Customers should be filled out in accordance with Figure D-10.

F.5 MEASURE REFERRAL CARD

The MEASURE Referral Card is used by activities participating in MEASURE to forward questions, recommendations, and comments pertaining to MEASURE to cognizant authorities. This input is submitted for review and action, as required. The MEASURE Referral Card is illustrated in Figure E-1. See Appendix B, Table B-1, Block 64, for additional guidance.

F.6 RECALL SCHEDULES

The purpose of the MEASURE Recall Schedules is to list those items of equipment which are due into a laboratory each period for calibration. It serves as a reminder to, and a planning document for, the customer activity, the subcustodian, and the laboratory performing the calibration. MEASURE Recall Schedules, for equipments other than those which are inactive or are

classfied as "No Calibration Required" (NCR), are generated each period, and are forwarded to the appropriate customers, with copies to cognizant Calibration Activities. Separate schedules are printed, for Intermediate Level/Field Calibration Activities, Calibration Labortories, and On-site Calibrations. The MEASURE Recall Schedule (Format 800) is shown and explained in Figure J-17.

Calibration Standards also will be listed on Recall Schedules by the MOCC. To ensure that these items of equipment receive priority processing, these items will be annotated to indicate that they are, in fact, Standards. These Recall Schedules will be updated from information provided by the customer/calibration activities on METER Cards filled out as described in Figures D-14, D-19, and D-20, as appropriate.

Each Recall Schedule comprises a set of four identical copies. One such set will be forwarded to the cognizant calibration activity for aid in work load planning. A second set will be sent to the customer activity. MEASURE Recall Schedules should be received 20 days prior to the scheduled period. If not received 15 days prior to the scheduled period, the cognizant METCALREP should be notified.

F.7 PRODUCT/FORMAT DISTRIBUTION

MEASURE Products/Formats have been designed to meet the data information requirements of several levels of management. Some Formats are available only upon request from the cognizant METCALREP. Such requests should include justification of the need for the product, and should be prepared in accordance with Appendix J, paragraph J.3. Many MEASURE Formats, however, are forwarded automatically to calibration activities on a regular basis, as shown in paragraph F.8.

F.8 MEASURE CALIBRATION ACTIVITY AUTOMATIC DISTRIBUTION LIST

F.8.1 Type I, II, and III Calibration Laboratories

	PRODUCT/FORMAT	FREQUENCY
Format 18,	Manufacturer Identification Index	Semiannually
Format 100,	Customer Activity Mailing Address File	Quarterly
Format 105,	Calibration Activity Mailing Address File	Quarterly
Format 335,	Test Equipment Inventory, "On-Site"	Monthly
Format 450,	Test Equipment History, Modifications Installed	Monthly
Format 600,	Test Equipment Production Summary for All Items Processed in the Laboratory	Monthly (Cumulative Quarterly/ Annually)

	PRODUCT/FORMAT	FREQUENCY
Format 610*,	Test Equipment Production Summary For all Items Processed "On-Site"	Monthly (Cumulative Quarterly/ Annually)
Format 620*,	Test Equipment Summary of all Items Processed in the Laboratory	Monthly (Cumulative Quarterly/ Annually)
Format 800,	Recall Schedule, Customer "On-site" Equipment	Monthly/Quarterly
Format 800,	Recall Schedule, Customer Equipment Due in Laboratory	Monthly/Quarterly

*Note: If no "On-Site" Production is reported, Format 610 & 620 will not be generated.

F.8.2 Intermediate Level/Field Calibration Activities

Format 18,	Manufacturer Identification Index	Semiannually
Format 100,	Customer Activity Mailing Address File	Quarterly
Format 105,	Calibration Activity Mailing Address File	Quarterly
Format 311,	Calibration Standards Inventory	Bimonthly
Format 450,	Test Equipment History, Modifications Installed	Monthly
Format 500,	Test Equipment Productions Summary by Phase	Monthly
Format 550,	Test Equipment Inventory Composite	Bimonthly
Format 555,	"On-Site" Test Equipment Inventory Composite	Bimonthly
Format 600,	Test Equipment Production Summary for All Items Processed in the Laboratory	Monthly (Cumulative Quarterly/ Annually)
Format 610*	Test Equipment Production Summary for All Items Processed "On-Site"	Monthly (Cumulative Quarterly/ Annually)
Format 620*,	Test Equipment Production Summary for All Items Processed in the Laboratory	Monthly (Cumulative Quarterly/ Annually)

	PRODUCT/FORMAT	FREQUENCY
Format 800,	Recall Schedule, Customer Equipment Due in Laboratory (Laboratory Copy)	Monthly/Quarterly
Format 800A,	Recall Schedule, Customer Equipment Due in Laboratory (Customers Copy)	Monthly/Quarterly

*Note: If no "On-Site" Production is reported, Format 610 & 620 will not be generated.

NOTE: All calibration activites that are also customers will receive the Formats listed in paragraph E.7.2 of Appendix E.

F.9 STANDARDS

Standards in the possession of Types I, II, and III Calibration Laboratories will be listed on the inventory (Format 310) of those Laboratories, and will be annotated as specific Standards; i.e., Type I Standards; Type II Standards; and Type III Standards. Intermediate Level/Field Calibration Activity (Type IV Activity) Standards will appear on Format 310, and also on Format 311. Standards will be identified to the MEASURE Operational Control Center by the customer in the manner described in Appendix I, paragraph I.18.

F.10 CUSTOMER NOTIFICATION OF EQUIPMENT REJECTION/DELAY

Calibration activities will notify customers, in accordance with applicable directives, if equipment in process is rejected for any reason, or when it is to be delayed.

APPENDIX G

MANAGEMENT FUNCTIONS

APPENDIX G

MANAGEMENT FUNCTIONS

G.1 RESPONSIBILITY

The METCAL Groups, under the direction of the cognizant SYSCOMs, perform the management functions for the Navy Metrology and Calibration (METCAL) Program. MEASURE was designed, in part, to serve as a tool for use by these managers in the achievement of a more precise and responsive means for the recall of, and for the scheduling of calibration/servicing for, Navy test equipment in that area.

The METCALREPs, in fulfilling their responsibilities for the management of the METCAL Program perform a number of MEASURE management functions. These include the assignment, to the laboratory and customer activities under their cognizance, of funding catetgory codes, customer activity codes, calibration laboratory codes, Intermediate Level/Field Calibration Activity phase designations, class Standards, and production standard man-hours. They also provide to these activities the requisite equipment Recall Schedules, work load schedules, and calibration funding allocations. In addition, the cognizant METCALREPs issue such directives as are necessary for the effective implementation of the METCAL Program. These include MEASURE Operational Supplements which are needed to tailor specific, standard MEASURE Operating Procedures to meet the particular requirements of a given SYSCOM (see also Appendix I, paragraph I.1, and Appendix L). Additional management functions are addressed in the paragraphs that follow.

G.2 INVENTORY REPORT FORMS

The cognizant METCALREP will review all Inventory Report Forms submitted by customer activities. This review will be accomplished prior to the submission of the Inventory Report Forms to the MEASURE Operational Control Center.

G.3 METER CARD

For control purposes, and to assist in the preparation of METER Cards, the cognizant METCALREP will assign the Scheduled Laboratory Code and the Depot Rework Control Number, and will provide the Standard Hours and the Class Standard. These four items are to be entered on the METER Card in Blocks 7, 46, 27, and 36, respectively.

G.4 MEASURE REFERRAL CARD

The MEASURE Referral Card may be used by customer and calibration activities to forward questions, recommendations, and comments concerning MEASURE to the cognizant METCALREP. Upon receipt of this Card, the information set forth thereon will be reviewed to determine what actions, if any, need be taken.

G.5 RECALL SCHEDULES

All changes, or deviations, to published Quarterly Recall Schedules will be approved by the cognizant METCALREP prior to the implementation of changes or deviations.

G.6 PRODUCT/FORMAT DISTRIBUTION

All requests for those MEASURE Formats which are not distributed automatically to user activities must be submitted to, and approved by, the cognizant METCALREP, in accordance with paragraph J.3 of Appendix J.

APPENDIX H

DATA PROCESSING FACILITY/MEASURE OPERATIONAL CONTROL CENTER FUNCTIONS

APPENDIX H

DATA PROCESSING FACILITY/MEASURE OPERATIONAL CONTROL CENTER FUNCTIONS

H.1 RESPONSIBILITY

The Naval Weapons Stations, Concord, California, currently is designated as the MEASURE Data Processing Facility (DPF) and San Diego, Ca. and Norfolk, Va. are designated the MEASURE Operational Control Centers (MOCCs). Under MEASURE, the MOCC will process certain MEASURE Formats and the DPF is responsible for the processing of all other MEASURE Formats; each is responsible for forwarding the appropriate formats to their proper destinations in a timely manner; for maintaining the MEASURE computer hardware and software; and for providing such additional automated data processing services as may be required in support of the MEASURE Program.

H.2 INVENTORY REPORT FORMS

The MOCC processes all Inventory Report Forms received from the cognizant METCALREP. Thus, the inventory data provided in these Forms by each customer activity will be entered into the MOCC and DPF computer data bases for use in the preparation of subsequent MEASURE products, such as the initial issue of METER Cards.

H.3 METER CARD

The Inventory Report Forms and METER Cards received from customer and calibration activities are used by the MOCC to update the computer data base and to preprint new METER Cards on an "as received" basis. In addition, information received from cognizant METCALREP (see Appendix G, paragraph G.3), and from the Metrology Engineering Center in Pomona, California (see Appendix B, Table B-1, Blocks 28 and 37), is entered on the METER Cards by the MOCC/ DPF.

H.4 RECALL SCHEDULES

The MOCC processes Recall Schedules in accordance with Appendix E, paragraph E.6; Appendix F, paragraph F.6; Appendix G, paragraph G.5; and Appendix I.

H.5 PRODUCT/FORMAT DISTRIBUTION

H.5.1 Automatic Distribution Lists

The DPF updates Automatic Distribution Lists for those MEASURE Products/Formats which user activities require on a regular basis (see Appendix E, paragraph E.7 and Appendix F, paragraph F.8) and distributes those Products/Formats accordingly.

H.5.2 Special Products/Formats Distribution

The DPF will distribute special MEASURE Products/Formats as authorized by the cognizant METCALREP.

APPENDIX I

MEASURE OPERATING PROCEDURES

APPENDIX I

MEASURE OPERATING PROCEDURES

I.1 RESPONSIBILITY

Standard MEASURE Operating Procedures will be promulgated jointly by the METCAL Groups to the users of MEASURE. In those instances where there is a need to tailor these standard MEASURE Operating Procedures to meet the specific requirements of a particular Systems Command, the cognizant METCALREP may issue a MEASURE Operational Supplement to provide direction to activities under his cognizance. These MEASURE Operational Supplements, however, will not contravene the intent of the standard MEASURE Operating Procedures upon which they are based. Instructions concerning the initiation and issuance of MEASURE Operational Supplements are contained in Appendix L to this Guide, together with those Operation Supplements which currently are in effect.

Each activity which participates in, or uses, MEASURE is responsible for ensuring that its personnel adhere to the appropriate MEASURE Operating Procedure, and to the provisions of such MEASURE Operational Supplements as may have been issued by the METCALREP under whose cognizance they are operating. In the event that no procedure exists for a given operational situation, the cognizant METCALREP will be contacted for guidance.

I.2 CLASSIFIED EQUIPMENT

With the possible exception of out-of-tolerance data, calibration and repair actions accomplished on classified equipment can be fully documented on MEASURE METER Cards without compromising classified information. In those instances where documentation of out-of-tolerance information would necessitate inclusion of classified data (frequencies, other classified parameters), the pertinent block or blocks on the METER Card should be left blank, or filled with a general term, I.E. "Hi Frequency" vice "4860MHZ", or, in Block 33 (First Measured Value), "High" or "Low" vice a specific frequency or value. To enable Metrology Engineering Center evaluation, ensure that Approved Procedure/Procedure Used, Block 37/39 and Procedure Step No., Block 30, are filled out correctly. If there is any doubt in this matter, or if the customer activity decides that the classified equipment should not be processed and reported under MEASURE, the cognizant METCALREP must be contacted for further instructions.

I.3 EQUIPMENT CALIBRATED BY A CONTRACTOR

In the event that a contractor laboratory is reporting under the provisions of MEASURE, the normal MEASURE Operating Procedures will be followed in connection with the equipment which is to be calibrated by that contractor laboratory. If the contractor laboratory is non-MEASURE (i.e., is not reporting under MEASURE), then the customer will retain the METER Card for the equipment inducted into that contractor laboratory. Upon the return of that equipment, the customer will complete Block 19, Item 2; Block 26; and Block 50, if the METER Card is preprinted. If the Card is handscribed, the customer will complete the METER Card and will enter his laboratory code in Block 7, in

addition to completing Block 19, Item 2; Block 26; and Block 50. The WHITE copy of the METER Card will be forwarded to the MOCC in the usual manner.

I.4 EQUIPMENT CALIBRATED FOR A CONTRACTOR

If the equipment held by a contractor activity is to be recalled routinely into a MEASURE laboratory, the contractor should submit the required Inventory Report Form(s) to the cognizant METCALREP, and the contractor's equipment will be scheduled by the MOCC for calibration under MEASURE. For those contractor-owned items of equipment which are not recalled for calibration, except on an "as required" basis, the procedures set forth in paragraph I.11 will be followed. These procedures do not take precedence over, or replace, pertinent OPNAV Instructions.

I.5 PERMANENT CHANGE OF STATION FOR CUSTOMER ACTIVITY

In the event that a permanent change occurs in the geographical location of a customer activity, the Quality Assurance Division, or the Calibration Coordinator, for that activity should contact the cognizant METCALREP to ascertain the identity of the new Intermediate Level/Field Calibration Activity and/or calibration activity which will have cognizance of the customer's equipment when that equipment becomes due for calibration. Additionally, the Quality Assurance Division, or the Calibration Coordinator, should ensure that these calibration activities are provided a copy of the appropriate Recall Schedules as soon as possible. The customer will advise the cognizant METCALREP of the impending Permanent Change of Station (PCS) a minimum of 90 days prior to the scheduled date of the move, and will provide immediate notification to the cognizant METCALREP upon completion of the move. The new calibration activity will use the copy of the customer's Recall Schedule as a valid document for the purpose of inducting that customer's equipment for calibration, as indicated on that Recall Schedule. The calibration activity will enter the appropriate information in Block 7A on the METER Card to effect the necessary change in the Scheduled Laboratory Code shown in Block 7 (see instructions contained in Figure D-4). The cognizant METCALREP, upon receipt of notification from the customer that the move has been completed, will so advise the MEASURE Operational Control Center (MOCC) and will indicate which calibration activity will service that customer. The MOCC will make the required changes in the data base to ensure that future METER Cards and Recall Schedules will reflect these changes.

I.6 TEMPORARY DEPLOYMENT OF CUSTOMER/SUBCUSTODIAN

See appropriate Operational Supplement.

I.7 TRANSFER OF EQUIPMENT

Upon receipt of authority to transfer an item of equipment, the customer who is transferring the equipment will delete the item from his inventory by placing an "X" in Item 5 of Block 19 of the METER Card; the current date in Block 26; the Supervisor's initials in Block 50; and submit the WHITE Copy of the METER Card to the MOCC (see Figure D-6). The new custodian will add the item of equipment to his inventory by preparing a handscribed METER Card which will be completed in accordance with Figure D-9 or Figure D-18, as applicable. The WHITE COPY of the METER Card then will be submitted to the MOCC.

The transfer of "POOL" TMDE items and Standards will be accomplished in accordance with the guidance provided in paragraphs I.14 and I.15.

I.8 EQUIPMENT WITH PLUG-IN UNITS (OR CALIBRATEABLE COMPONENTS)

An end item of TMDE, which incorporates such calibrateable components as attached items or plug-ins, shall be documented as a single unit on one METER Card, provided that the item is listed in the same manner on the allowance list (IMRL, COSAL, etc.). Additional plug-ins or components which are listed separately on the allowance list will be documented separately on individual METER Cards. Exceptions to this general rule are as follows:

a. End items with calibrateable components having differing calibration cycles, or which are calibrated under differing procedures, must be documented on multiple METER Cards.

b. Calibrateable items of TMDE which are a part of systems, such as test consoles; benches; or facilities, and which are readily removable, will be documented on individual METER Cards. The Model/Part No. of the item will be shown in Block 1, the Serial No. of the item in Block 4; and the Model/Part No. of the end item in "Part Of", Block 2.

c. Each item of equipment which is calibrated "on-site" will be documented on a single METER Card, whether or not the activity allowance list shows calibrateable components thereof listed separately.

I.9 SERVICING OF CALIBRATEABLE COMPONENTS

When a calibrateable component of an end item of TMDE which is documented on a single METER Card requires individual service or repair, a METER Card must be handscribed, showing the Part No. and Serial No. of the component in Blocks 1 and 4, respectively, and the Model No. of the end item in Block 2. Enter a check in Block 19, Item 7, "Record Man Hours Only," and complete the METER Card in the usual manner.

I.10 METRL CYCLE/APPROVED PROCEDURE

The METRL Cycle and the Approved Procedure will be preprinted in Blocks 28 and 37, respectively, on the METER Cards. In the event that the METRL Cycle and the Approved Procedures are not listed in the METRL, the preprinted information will be annotated with an asterisk (*). A listing of items identified in this manner will be provided to the Naval Plant Representative Office (NAVPRO), Metrology Engineering Center, Pomona, by the DPF for purposes of updating the METRL and, subsequently, of updating the MEASURE data base.

I.11 NON-MEASURE CUSTOMER IDENTIFICATION

Laboratories, which are servicing customers that are not listed in Format 100, will identify the customer with one of the below-listed funding categories, and will assign that code in the customer activity block (Block 5)

of the METER Card. The actual noun name, or abbreviation, must be entered in the subcustodian block (Block 6) of the METER Card; e.g., ship's hull number; contractor's name; unit designation; etc. This will identify the funding category at the time of the submission of the equipment, and also will identify the actual customer activity. (See Figure D-10 for an example.)

CUSTOMER CODE	DEFINITIONS
ARXXX	Army
ASXXX	NAVAIRFLEET
BMXXX	BUMED
CNXXX	CNO
CTXXX	Contractor
DDXXX	Department of Defense
ESXXX	NAVELEX
MCXXX	Marine Corps
NSXXX	NAVSEASYSCOM
AFXXX	Air Force
CGXXX	Coast Guard
SPXXX	Special Projects
OTXXX	Other
NMXXX	NAVAIR In-House

I.12 ON-SITE EQUIPMENT

Items to be entered into the MEASURE inventory should first be checked against the "on-site" candidate list. Only one MEASURE METER Card will be generated for each "on-site" item.

I.13 "OPERATION INTERLAB" RECALL PROCEDURES FOR TYPE I CALIBRATION LABORATORIES

The custodian for all "Operation Interlab" Standards is the cognizant Type I Laboratory, which will be assigned a special Customer Code for the documentation of these Standards within MEASURE. (Western Standards Laboratory will be assigned "OIW"; Eastern Standards Laboratory will be assigned "OIE".) The Type I Laboratory, initially, will prepare the Inventory Report Form and will submit it to the MOCC, via the cognizant METCALREP. Upon receipt of the required inventory, the MOCC will print and forward METER Cards to the Type I Laboratory for all "Operation Interlab" Standards held by any calibration activity. All METER Cards pertaining to "Operation Interlab" Standards will be held in custody by the Type I Laboratory, regardless of the custodian at any particular time. Recall Schedules will be provided to the Type I Laboratory 45 days prior to the due date of the Standard(s).

Upon receipt of the MEASURE Recall Schedule, and when due, the Type I Laboratory will calibrate a replacement "POOL" Item, and will ship the item to the respective participating calibration activity.

The three-letter Lab Code of the receiving activity will be entered in Block 6A (Subcustodian Change) of the applicable METER Card, and the card then will be completed in the normal manner (see Figure D-23). The completed WHITE copy of the METER Card, which was attached to the "POOL" item, then will be forwarded to the MOCC.

Upon receipt of the replacement "POOL" item from the Type I Laboratory, the participating calibration activity will ship the recalled "Operation Interlab" Standard to the Type I Laboratory.

Upon receipt of the recalled "Operation Interlab" Standard, the Type I Laboratory will perform an operational check and will follow the procedure described in Figure D-24. The completed WHITE copy of the METER Card then will be forwarded to the MOCC.

Upon receipt of the completed WHITE Copy of the METER Card, the MOCC will generate a new preprinted METER Card, with Subcustodian and Calibration Due Date (Blocks 6 and 18) left blank. The Type I Laboratory will place the returned preprinted METER Card on the operationally-checked Standard, and will return the Standard and the attached METER Card to the "POOL."

I.14 INVENTORY AND EXCHANGE PROCEDURES FOR TMDE "POOL" EQUIPMENT

The calibration laboratory which has custody control of "POOL" Test Measuring, and Diagnostic Equipment (TMDE) will be responsible for preparing the applicable Inventory Report Form which will list all such "POOL" items of equipment. The Customer Activity Code to be shown on this Form will be the Customer code assigned to the calibration laboratory. The Subcustodian Code will be entered as the word "POOL". The remainder of the Inventory Report Form will be completed in the usual manner (see Figure D-21) and the completed Form will be forwarded to the MOCC, via the cognizant METCALREP. METER Cards for these items then will be printed by the MOCC, and will be forwarded to the calibration laboratory.

The foregoing actions will provide the necessary documentation of the calibration/servicing performed, and will transfer the exchanged item from the customer's inventory to the "POOL" inventory. The GREEN copy of this METER Card should remain with the equipment while it is in the "POOL" to provide the required information to the "POOL" custodian in the event that he has to prepare a handscribed METER Card pertaining to that equipment prior to the receipt of a new preprinted Card from the MOCC. This new preprinted METER Card will be prepared by the MOCC, based upon the information contained on the WHITE copy of the Card which accompanied the equipment when it was submitted to the servicing laboratory, and will be forwarded to the calibration laboratory.

To document the transfer of a replacement item from the TMDE "POOL" to the customer's inventory, in exchange for the item received for calibration/servicing, the calibration laboratory will follow the procedure described in Figure D-22. The MOCC, upon receipt of the WHITE copy of this METER Card, will effect the transfer of the replacement item from the exchange "POOL" inventory to the customer's inventory, and will prepare a new preprinted METER Card which will be provided to the receiving customer activity.

I.15 INVENTORY AND EXCHANGE PROCEDURES FOR "POOL" STANDARDS

The calibration laboratory which has custody control of "POOL" Standards will be responsible for preparing the applicable Inventory Report Form which will list all such "POOL" Standards. The Customer Activity Code to be shown on this Form will be the customer code assigned to the calibration

laboratory. The Subcustodian Code to be entered will be the three character Calibration Laboratory Code, followed by the word "POOL"; e.g., NXLPOOL. The remainder of the Inventory Report Form will be completed in the usual manner, and the completed cards for these items then will be pre-printed by the MOCC, and will be forwarded to the calibration laboratory.

The foregoing actions will provide the necessary documentation of the calibration performed, and will transfer the exchanged item from the customer's inventory to the "POOL" inventory. The GREEN copy of this METER Card should remain with the equipment while it is in the "POOL" to provide the required information to the "POOL" custodian in the event that he has to prepare a handscribed METER Card pertaining to that equipment prior to the receipt of the new preprinted card from the MOCC. This new preprinted METER Card will be prepared by the MOCC, based upon the information contained on the WHITE copy of the card which accompanied the equipment when it was inducted into the servicing laboratory, and will be forwarded to the calibration laboratory.

To document the transfer of a replacement item from the Standards "POOL" to the customer's inventory, in exchange for the item inducted for calibration, the calibration laboratory will follow the procedure described in Figure D-20. The MOCC, upon receipt of the WHITE copy of this METER Card, will effect the transfer of the replacement item from the exchange "POOL" inventory to the customer's inventory, and will prepare a new preprinted METER Card which will be provided to the receiving customer activity.

I.16 INACTIVE EQUIPMENT

Customer activities should screen their Test, Measuring and Diagnostic Equipment (TMDE) which requires calibration to identify those items which are not required to meet operational commitments (due to deployed units, etc.). Those items of TMDE so identified should be placed in an inactive status by completing the related METER Card in the manner shown in Figure D-11.

The reactivation of items of TMDE which previously have been placed in an inactive status will be accomplished as follows:

a. If the item is to be reactivated within a period of less than 90 days and, therefore, will require calibration on a priority basis, the customer activity will contact the cognizant METCALREP, in accordance with applicable instructions pertaining to unscheduled calibration, to obtain permission to submit the equipment to the calibration activity. Upon receipt of such permission, the customer activity will submit the equipment, and its related METER Card, as shown in Figure D-12.

b. If the item of equipment is to be reactivated more than 90 days in the future, the item should be reinstated on the Recall Schedule. To accomplish this, the customer activity will enter an "X" in Block 19, Item 2, and the date that the item is to be rescheduled in the spaces provided in Block 19, Item 2; enter the current date Block 26; enter the initials of the Supervisor reviewing the METER Card in Block 50; and forward the WHITE Copy of the METER Card to the MOCC (see Figure D-5).

I.17 SEC/SEB/EIB/FC/ORDALT DOCUMENTATION

Information pertaining only to those Support Equipment Changes (SECs), Support Equipment Bulletins (SEBs), Electronic Information Bulletins (EIBs), Field Changes (FCs), and Ordnance Alterations (ORDALTs) which have been published officially will be documented on the METER Card. The man-hours required to modify equipment in accordance with approved SECs/SEBs/ EIBs/FCs/ ORDALTs will be documented in Block 44 "Modif. Hours." The related SEB/EIB or SEC/FC/ORDALT numbers will be entered in Blocks 45 or 47 as applicable. All other modifications to TMDE will be documented only in Block 42, "Man Hour Repair."

I.18 STANDARDS IDENTIFICATION

Standards will be listed on the inventory of Types I, II, III, and IV Calibration Laboratories (Format 310/350), and will be annotated as Standards in the Standards column of this Format; i.e., 1 for Type I Standards; 2 for Type II Standards; 3 for Type III Standards; and 4 for "I" Level Type IV Standards.

In addition, Type IV Standards; i.e., those held by Intermediate Level/Field Calibration Activities, also will be listed on MEASURE Format 311. All Standards will be listed on the Recall Schedule and will be annotated to reflect the Type.

The customer activity will identify Standards to the MOCC by following the procedure outlined in Figure D-14.

I.19 SUBCUSTODIAN OWNERSHIP

In order to identify accurately the actual ownership of items of equipment which are listed on a customer's inventory, but which are in the physical custody of the subcustodian, the following will apply:

a. Items of TMDE which are owned by the subcustodian will be identified by adding an asterisk(*) before the first character of the Subcustodian Code in Block 6 of the METER Card, or in the "Subcustodian" column of the MEASURE TMDE Inventory Report Form, as applicable.

b. Items of TMDE which actually are owned by the customer, but which are in the physical custody of the subcustodian on a temporary basis, will be identified by listing only the Subcustodian Code in Block 6 of the METER Card, or in the "Subcustodian" column of the MEASURE TMDE Inventory Report Form, as applicable.

c. Standards which are owned by the subcustodian will be identified by entering a valid Calibration Laboratory Code, followed by an asterisk (*), as the first four characters in Block 6 of the METER Card, or in the "Subcustodian" column of the MEASURE Calibration Standards Inventory Report Form, as applicable. This entry, within the limits of the field involved, then may be followed by the Subcustodian Code. Additionally, the appro-

priate Phase/Level will be entered in Block 38 of the METER Card, and an "X" will be placed in Block 65.

d. Standards which actually are owned by the customer, but which are in the physical custody of the subcustodian on a temporary basis, will be identified by entering a valid Calibration Laboratory Code as the first three characters in Block 6 of the METER Card, or in the "Subcustodian" column of the MEASURE Calibration Standards Inventory Report Form, as applicable. This entry, within the limits of the field involved, then may be followed by the Subcustodian Code. Additionally, the appropriate Phase/Level will be entered in Block 38 of the METER Card, and an "X" will be placed in Block 65.

I.20 30/60 DAY CYCLE EQUIPMENT RECALL

Thirty day items will be projected automatically for three cycles on the Recall Schedule, starting from the initial next due date. The 60-day items will be projected automatically for two cycles on the Recall Schedule. At the conclusion of the automatic two- and three-cycle recalls, if no METER Card has been received at the MOCC to update the data base, these items will be removed from the Recall Schedule until an updated METER Card is submitted. Upon their removal from the Recall Schedule, these items will be listed as Overdue in Format 310.

I.21 UNMATCHED LISTING (FORMAT 215)

Each METER Card received by the MOCC will be matched against the equipment inventory of the customer indicated in Block 5. If the Model/ Part Number and Serial Number reported on the METER Card do not match exactly an item already on the customer's inventory, the MOCC computer will reject this item as "Unmatched," unless Block 19, Item 3 (Add To Inventory), or Block 19, Item 7 (Record Man Hours Only), was checked. A compilation of those items rejected, designated as Format 215, will be printed by the MOCC, as required, and forwarded to the customer concerned. When the unmatched listing is received by a customer activity, it will be accompanied by preprinted METER Cards for the unmatched items, with "UNMATCHED ITEM" and a date corresponding to the date of the applicable Format 215 preprinted in Block 20 of each METER Card. The purpose of Format 215 is to facilitate the customer's effort in maintaining a complete and correct equipment inventory and recall. Items which appear on Format 215 will not be recalled, and will not be added to the customer's inventory or to any other MEASURE Format, until the applicable METER Card has been corrected and resubmitted. The customer should make the appropriate corrections on the METER Card, as indicated in Figure D28, and forward the WHITE Copy to the MOCC as soon as possible.

I.22 OVERDUE REPORT IN FORMATS 310/350

An item of equipment is considered to be Overdue when it has not been submitted to a calibration activity for calibration within the 60 days following the scheduled date shown on the Recall Schedule. The item will be noted on Formats 310/350 and will be forwarded to the customer activity. To remove an item from "Overdue" status, the customer activity must process the

related METER Card, indicating an appropriate transaction; e.g., Reschedule Due Date; Delete From Inventory; Inactive; etc.

I.23 SHIP, SQUADRON, OR UNIT DECOMMISSIONING

Ship, Squadron or Unit Decommissioning. When directed by cognizant authority to dispose of TMDE/Calibration Standard assets, "MEASURE" participants undergoing the decommissioning process shall take the following actions to reduce their "MEASURE" inventories to zero.

a. Ensure that a METER Card, either preprinted or handscribed, is available for each item listed on the unit's Format 310.

b. On METER Cards for items of TMDE, check Block 19, Item 5 (Delete from Inventory) and fill in Block 26 (Date Completed) with current date. Transmit WHITE copies of all cards to the MOCC for processing. DO NOT use Block 19, Item 4 (Transfer to Custody).

c. Calibration standards are under tight control. When directed by cognizant authority (usually the METCALREP) to transfer standards to another activity, decommissioning activities will check Block 19, Item 4 (Transfer to Custody) on pertinent METER Cards. Enter the Customer Code of the new activity in Block 5A and the Customer's three letter lab code in Block 6A. (See MEASURE Formats 100 and 105 for correct codes). Fill in Block 26 (Date Completed), and transmit WHITE copies to the MOCC.

d. In the event that the cognizant authority directs the customer to transfer "POOL" TMDE and Standards to a designated calibration laboratory at the time of decommissioning, the items of TMDE will be transferred in accordance with the procedures outlined in paragraph I.14, and as shown in Figure D-21; Standards will be transferred in accordance with the procedures outlined paragraph I.15, and as shown in Figure D-19.

e. When all items of TMDE and Standards have been deleted, or transferred, from the customer's inventory, the customer must notify the cognizant METCALREP who, in turn, will advise the MOCC to delete the customer from the MEASURE Name and Address File (Format 100).

I.24 ON-SITE TRAVEL

To permit the Calibration Program to reflect total cost, when MEASURE is used, the Production Travel Time related to on-site calibration may be reported by means of the MEASURE METER Card. Travel time between each activity will be reported. For example, travel time between the calibration activity and the first service site will be reported; travel time between the first service site and the second service site will be reported; travel time between the second and third service sites will be reported; etc. A handscribed METER Card will be completed for each leg of the travel, and will be forwarded to the cognizant METCALREP. Do not wait until the travel loop is

completed. The METER Card will be completed in accordance with the instructions contained in Figure D-17.

I.25 EQUIPMENT ONBOARD SHIPS IN THE YARD

Procedures for processing equipment aboard ships during yard periods will be addressed in forthcoming Operational Supplements.

I.26 AN/USM-247 VAST Calibration Documentation

At the Intermediate Level, only calibration actions on VAST Building Blocks will be reported on the MEASURE METER Card. Calibrations may be performed by VAST technicians or supporting Calibration Activity personnel, but regardless of which work center accomplishes the calibration, Calibration Activity personnel must certify the calibration and assure that MEASURE reporting is properly completed. The METER Card will be filled out in accordance with Appendix D, Figure D-30. All repair actions will be reported on VIDSMAF under the 3M System.

APPENDIX J

MEASURE FORMATS

APPENDIX J

MEASURE FORMATS

J.1 OUTPUTS

The data collected from the Inventory Report Forms, and from METER Card inputs, provides the information required for the formulation of various types of program outputs. These include Production Status Reports, Funding Reports, Inventory Listings, Delay Reports, and preprinted Work Load Schedules. The output products automatically distributed to MEASURE management personnel, laboratories, Intermediate Level/Field Calibration Activities, and their customers are described in the paragraphs which follows.

J.2 PRODUCT/FORMAT DISTRIBUTION

J.2.1 General

MEASURE Products/Formats have been designed to meet the data/information requirements of several levels of management. The distribution of these Products/Formats is controlled by the cognizant METCALREP. As indicated in preceding Appendixes, many of these Products/Formats have been authorized for automatic distribution by the DPF/MOCC. Special requests for a particular Product/Format will be handled as outlined paragraph J.3.

J.2.2 MEASURE Customer Automatic Distribution List

Refer to Appendix E, paragraph E.7.2, for this listing.

J.2.3 MEASURE Type I, II, and III Calibration Laboratory Automatic Distribution List

Refer to Appendix F, paragraph F.8.1, for this listing.

J.2.4 MEASURE Intermediate Level/Field Calibration Activity Automatic Distribution List

Refer to Appendix F, paragraph F.8.2, for this listing.

J.3 SPECIAL REQUESTS

In those instances where additional MEASURE Products/Formats are required by an activity, a request, containing full justification of the need and a description of the intended use, will be forwarded to the cognizant METCALREP for approval. Additionally, the information listed in Figure J-1 must be included and in the format shown.

A. Format No.:_____(If applicable)

B. Covering/As of What Period/Date:_____(If applicable)

C. No. Copies Required:_____

D. Hard Copy____Microfiche____Microfilm____(Check One)

E. Sort Sequence: (1)_____(2)_____(3)_____(4)_____

(5)_____(6)_____

F. Frequency Required: One Time Only____Regular Distribution____

Other____(If "Other," indicate frequency here_____)

G. Your Customer Code:_____(If applicable)

H. Your Lab Code:_____(If applicable)

I. Is This an Existing Program Format: Yes____No____(If "No," outline detailed requirements below)

J. Other____(Check here if other than Format data is required, and explain below)

Figure J-1 Special Requests for MEASURE Products/ Formats; Required Information.

J.4 FORMAT DESCRIPTIONS

J.4.1 General

Brief descriptions of a majority of the Formats identified in the Automatic Distribution Lists, referred to in paragraph J.2, are presented in the paragraphs which follow. In those instances where a particular Format has been described previously in this Guide, reference is made to that description. For the remainder of the Formats described in the following paragraphs, examples of each and of the glossary of the terminology which accompanies that Format have been provided in this Appendix, and have been referenced in each description.

J.4.2 Format 18, 18A & 18B

Format 18 is a cross referenced manufacturer identification index in three parts. Format 18 is a Manufacture Name Sequence; Format 18A is in five digit Manufactures Code Sequence; Format 18B is in three letter Manufactures Code Sequence.

J.4.3 Format 100

Format 100 represents the customer activity codes, addresses, funding category codes, and 3M organization codes assigned to the MEASURE Program. This listing is utilized in the generation of various Formats to identify (a) funding requirements, (b) supporting Intermediate Level/ Field Calibration Activities for respective customers, and (c) 3M interface codes. This Format is sent to each laboratory on a quarterly basis for updating and for identification of MEASURE Program customer codes. (See Figure J-2.)

J.4.4 Format 105

Format 105 represents the laboratory codes, addresses, funding category codes, and 3M organization codes assigned to the MEASURE Program. This listing is utilized in the same manner as Format 100, and it is sent to each laboratory on a quarterly basis for the identification of valid MEASURE laboratory codes and addresses. (See Figure J-3.)

J.4.5 Format 215

The Unmatched Listing, Format 215, will provide to applicable customer activities a listing of items reported by that customer on METER Cards that fail to match, by model; serial number; and Customer Activity Code, any item on that customer's inventory. Exceptions will be those items annotated "Add To Inventory" in Block 19, Item 3, of the METER Card, or corrections to previous METER Cards. This Format will be distributed as required. (See Figure J-4.)

J.4.6 Format 310

The MEASURE Inventory, Format 310, represents the customer's MEASURE Inventory of all items, including Overdue and Delay items, that have been processed by the MOCC up to the date shown on the report. This Format is forwarded monthly to the customer activity for information and or corrections.

All addition, delections, and corrections to this Format must be submitted on the METER Card, or on the "Add-On-Inventory" report form, to the respective MOCC. (See Figure J-5.)

J.4.7 Format 311

Format 311 is a Type IV Calibration Standard Inventory, listed as of the date indicated on the Format and sequenced by the Calibration Laboratory Code, Model Number, Manufacturer's Code, and Serial Number. (See Figure J-6.)

J.4.8 Format 335

Format 335 represents a listing of equipment which has been serviced on-site. It is forwarded monthly to calibration laboratories. This Format reflects items processed by the laboratory indicated, and includes all items which were processed through the MOCC up to the date shown on the Format. (See Figure J-7.)

J.4.9 Format 350

Format 350 represents the customer activity's inventory of items processed by the MOCC up to the date indicated on the Format. The Item Control Number of the latest METER Card processed by the MOCC and used to update the Format will be shown. This Format is forwarded monthly to the customer activity for information purposes. It is prepared in a customer/subcustodian sequence, thus enabling the customer activity to identify readily those equipments held on a subcustodian basis by other activities. (See Figure J-8.)

J.4.10 Format 450

Format 450 is an equipment history report of Support Equipment Bulletin, Support Equipment Change, Electronic Information Bulletin, Field Change, and Ordnance Alteration installation data and is forwarded monthly to calibration laboratories reporting SEB/SEC/EIB/FC/ORDALT installation data for the month reflected on the report. (See Figure J-9.)

J.4.11 Format 500

Format 500 represents the Type IV calibration activity's production report, by phase, of the calibration/servicing performed during the month reflected on the Format. This Format is forwarded monthly to all Intermediate Level/Field Calibration Activities (Type IV Activities) for information and for management purposes. (See Figure J-10.)

J.4.12 Format 550

Format 550 represents an inventory of all equipment, under the cognizance of a Type IV Activity, which is calibrated/serviced either at a calibration laboratory or at a Type IV Activity. Using this report, the Type IV Activity can determine which items of equipment are being calibrated/serviced by a calibration laboratory when the performance of such calibration/servicing is within the capability of the Type IV Activity. When such a determination is made, the Type IV Activity, subject to the approval of the cognizant METCALREP, will initiate a METER Card transaction for each such item

for the purpose of changing the assigned Laboratory Code to that of the applicable Type IV Activity. This Format is forwarded bimonthly to all Type IV Activities for information purposes. (See Figure J-11.)

J.4.13 Format 555

Format 555 is a composite inventory listing of on-site Depot and Intermediate Level Equipment supported by Type IV Activities. It is sequenced by Type IV Activity Code, Model Number, Manufacturer's Code, and Serial Number. (See Figure J-12.)

J.4.14 Format 600

Format 600 is generated monthly for each laboratory. It summarizes the total in-lab and on-site work load reported by each customer, and the work performed for each customer. This Format reflects those items processed during the month indicated on the report. This is a laboratory management report, utilized for personnel justification, man-hours reporting, and future work load requirements. (See Figure J-13.)

J.4.15 Format 610

Format 610 is a report of production for on-site items processed during the month indicated on the report. It is forwarded monthly to all calibration laboratories which have performed on-site calibration/repair or modification actions during that month. (See Figure J-14.)

J.4.16 Format 620

Format 620 is a report of production status for in-lab items processed during the month indicated on the report. It is sequenced by Laboratory Code and Customer Activity Code, and is distributed to all calibration laboratories on a monthly basis. (See Figure J-15.)

J.4.17 Format 800 & 800A

Format 800 and 800A are Recall Schedules which is projected quarterly, updated monthly and distributed monthly and quarterly, and which pertains to equipment due in laboratories for calibration during the period indicated. On-site and in-lab equipment are addressed separately. Format 800, the Recall Schedule, distributed to laboratories, is sequenced by Calibration Laboratory Code, Customer Activity Code, Subcustodian Code, Model Number, and Next Due Date. (See Figure J-16.)

Format 800A is a Recall Schedule, distributed to customers, is sequenced by Customer Activity Code, Subcustodian Code, Cal Lab Model Number, Next Due Date, Manufacturer, and Serial Number. (See Figure J-17.)

(FIGURES J-2 THROUGH J-20 ARE
PRESENTED IN THE PAGES WHICH FOLLOW)

MEASURE PROGRAM FORMAT 18
FROM TAPE NO. 5453
MANUFACTURER IDENTIFICATION INDEX

DATE PROCESSED AT WPNSTA CONCORD: 05-18-76

FULL NAME OF MANUFACTURER	LOCATION OF MANUFACTURER	NUMERIC CODE	ALPHA CODE	SEQ CODE
A AND M CASTING INC	SOUTH GATE CA 90280	31175		S01417
A AND M INSTRUMENT INC	GREAT NECK NY 11022	15309		S00791
A AND M INSTRUMENT INC EXPANDO METER	GREAT NECK NY 11022	25936		S01180
A C & R COMPONENTS INC	CHICAGO IL 60632	94112		S02522
A R F PRODUCTS INC	COMPTON CA 90224	15196		S00765
A T WALL CO NAVAL & AEROSPACE DIV	VAN NUYS CALIF		ATW	S03100
A U L INSTRUMENTS INC	FLUSHING N Y 11354	25778	AUL	S033110
AA GAGE COMPANY	FERNDALE MICH	70034	AAA	N02795
AA INDUSTRIES SEE AAA	FERNDALE MICH	70034	AAB	Z02796
AAI CORP	COCKEYSVILLE MD	97384	AIG	S02911
AAI CORP INDUSTRIAL DIV	COCKEYSVILLE MD	02128		S00115
ABBE ENGINEERING CO	BROOKLYN N Y 11211	00019		S00001
ABBEON CAL INC	SANTA BARBARA CALIF	15806	ABA	S02808
ABBEY ELECTRONICS CORP	WESTBURY N Y	14558	ABY	S02817
APEX CORP AEROSPACE DIV	OXNARD CALIF	75250	ABX	S02816
ABEX CORP ENGINEERED PRODUCTS DIV	ROCHESTER N Y	80819	ABE	S02811
ABRAMS H B CO	LOS ANGELES CA 90032	25612		S01169
ABRAMS INSTRUMENT CORPORATION	LANSING MICHIGAN	00048	ABI	S02812
ABRAX INSTRUMENT CORP	JAMAICA N Y		ABC	S02810
ABTRONICS INC	LIVERMORE CALIF	16097	ABT	S02815

MEASURE PROGRAM FORMAT 18
FROM TAPE NO. 5453
MANUFACTURER IDENTIFICATION INDEX

DATE PROCESSED AT WPNSTA CONCORD: 05-18-76

PAGE NO:

1. THE FOLLOWING FORMAT IS DESIGNED TO AID IN CHECKING OUT THE LOCATION OF SPECIFIC MANUFACTURERS

2. ANY ERRONEOUS INFORMATION SHOULD BE REFERENCED BY THE SEQ CODE FOR UPDATING AT WPNSTA CONCORD

3. INFORMATION CONCERNING THE ALPHA CHARACTER OF THE SEQ CODE IS AS FOLLOWS:

S = SINGLE UNIQUE ITEM

A = MULTIPLE ITEMS WITH IDENTICAL ALPHA MANUFACTURER CODES

N = MULTIPLE ITEMS WITH IDENTICAL NUMERIC MANUFACTURER CODES

M = MULTIPLE ITEMS WITH IDENTICAL ALPHA AND NUMERIC MANUFACTURER CODES

U = ITEM IS UNKNOWN TO LOCAL POSTAL AUTHORITIES,
BUSINESS DISCONTINUED, OR
NUMERIC CODE IS NOW DEFUNCT

Z = ITEM HAS BEEN CHANGED OR REPLACED - PLEASE REFERENCE THE
ALPHA OR NUMERIC MANUFACTURER CODE REFERENCED IN THE
FIELD LABELED FULL NAME OF MANUFACTURER

G = U S GOVERNMENT

MEASURE PROGRAM FORMAT 18A
FROM TAPE NO. 5285
MANUFACTURER IDENTIFICATION INDEX

DATE PROCESSED AT WPNSTA CONCORD: 05-18-76 PAGE NO: 2

NUMERIC CODE	ALPHA CODE	FULL NAME OF MANUFACTURER	LOCATION OF MANUFACTURER	SEQ CODE
00019		ABBE ENGINEERING CO	BROOKLYN N Y 11211	S00001
00021	BEV	BENBOW MANUFACTURING CO	HAWTHORNE CALIF	S03217
00048	ABI	ABRAMS INSTRUMENT CORPORATION	LANSING MICHIGAN	S02812
00050		PERFECTION MFG CORP	MINNEAPOLIS MINN	U00003
00056	CDA	C A E INDUSTRIES LTD ELECTR DIV WEST	WINNIPEG MANITOBA CANADA	S03419
00060	HYP	HARCO LABORATORIES INC	BRADFORD CONN	S04515
00062	CML	CML-MACARR	EDISON N J	S03521
00099		MILLI-SWITCH CORP	GLADWYNE PA 19035	S00005
00112	ELR	ELECTRICAL & PHYSICAL INSTR	LONG ISLAND CITY N Y	U03932
00115	ACB	ACE GLASS CO	VINELAND N J	S02820
00116		HONEYWELL INC TEST INST SEE 28009	SAN DIEGO CALIF	Z00007
00124	VEA	VEECO INSTRUMENTS INC	PLAINVIEW N Y	S06267
00129	ELG	ELECTRO PULSE INC SEE SEB	CULVER CITY CALIF	Z03921
00134		ENGINE AND GENERATORS INC	LOS ANGELES CALIF	U00009
00141	PIC	PIC DESIGN DIV BENRUS CORP	RIDGEFIELD CONN	S05397
00144	MAU	MAGNETIC CONTROLS CO	MINNEAPOLIS MINN	S04902
00148		RESEARCH DEVELOPMENT MFG INC	PHILADELPHIA PA 19144	S00011
00153	EDP	EDCLIFF INSTRUMENTS	MONROCIA CALIF	S03883
00159	ACU	ACME ELECTRIC CORP	CUBA N Y	S02840
00170		SPERRY RAND CORP	NEW YORK NY 10019	S00013
00175	ACH	ACME INDUSTRIAL CO	CARPENTERSVILLE ILL	S02826
00176		ACME INDUSTRIES INC	JACKSON MI 49202	S00015
00183		TELEDYNE FARRIS UNIVERSAL MACHINE	PALISADES PARK NJ 07650	S00017
00198		UNITED AIRCRAFT OF CANADA LTD	LONGUEUIL QUEBEC CANADA	S00019
00211		STAR BRASS MFG CO	WILTON NH 03086	S00021

MEASURE PROGRAM FORMAT 18A
FROM TAPE NO. 5285
MANUFACTURER IDENTIFICATION INDEX

DATE PROCESSED AT WPNSTA CONCORD: 05-18-76 PAGE NO: 1

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N = MULTIPLE ITEMS WITH IDENTICAL NUMERIC MANUFACTURER CODES

M = MULTIPLE ITEMS WITH IDENTICAL ALPHA AND NUMERIC MANUFACTURER CODES

U = ITEM IS UNKNOWN TO LOCAL POSTAL AUTHORITIES,
BUSINESS DISCONTINUED, OR
NUMERIC CODE IS NOW DEFUNCT

Z = ITEM HAS BEEN CHANGED OR REPLACED - PLEASE REFERENCE THE
ALPHA OR NUMERIC MANUFACTURER CODE REFERENCED IN THE
FIELD LABELED FULL NAME OF MANUFACTURER

G = U S GOVERNMENT

MEASURE PROGRAM FORMAT 18B
FROM TAPE NO. 9638
MANUFACTURER IDENTIFICATION INDEX

DATE PROCESSED AT WPNSTA CONCORD: 05-18-76 PAGE NO: 2

ALPHA CODE	NUMERIC CODE	FULL NAME OF MANUFACTURER	LOCATION OF MANUFACTURER	SEQ CODE
	00019	ABBE ENGINEERING CO	BROOKLYN N Y 11211	S00001
	90598	AMERICAN AIR FILTER CO	ST LOUIS MO	S00002
	00050	PERFECTION MFG CORP	MINNEAPOLIS MINN	U00003
	07450	UNITED TELECONTROL ELECTRONICS INC	ASBURY PARK N J	S00004
	00099	MILLI-SWITCH CORP	GLADWYNE PA 19035	S00005
	08177	BENRUS WATCH CO SEE BEL	WATERBURY CT	Z00006
	0116	HONEYWELL INC TEST INST SEE 28009	SAN DIEGO CALIF	Z00007
	11146	AMERICAN MONARCH CORP	MINNEAPOLIS MN	S00008
	00134	ENGINE AND GENERATORS INC	LOS ANGELES CALIF	U00009
	12436	GENERAL DYNAMICS CORP ELECTRO DYNAMICS	SAN DIEGO CALIF	S00010
	00148	RESEARCH DEVELOPMENT MFG INC	PHILADELPHIA PA 19144	S00011
	13702	COMPUTRONICS INC	DENVER COLO	U00012
	00170	SPERRY RAND CORP	NEW YORK NY 10019	S00013
	14028	BELL & HOWELL CO ELECTRONICS & INSTR GP	PASADENA CALIF	S00014
	00176	ACME INDUSTRIES INC	JACKSON MI 49202	S00015
	14588	ELECTRON INDUSTRIES INC	SOUTH NORWALK CONN	S00016
	00183	TELEDYNE FARRIS UNIVERSAL MACHINE	PALISADES PARK NJ 07650	S00017
	23709	BABCOCK ELECTRONICS TELETRONIX SEE URE	COSTA MESA CALIF	Z00018
	00198	UNITED AIRCRAFT OF CANADA LTD	LONGUEUIL QUEBEC CANADA	S00019
	27464	BELKNAP VAN F CO	DETROIT MI	S00020
	00211	STAR BRASS MFG CO	WILTON NH 03086	S00021
	28492	RIMM CO	MADISON WI	S00022
	20270	THIOKOL CHEMICAL CORP DELTA DIVISION	EAST GRANBY CT 06026	S00023
	28980	MCDONNELL DOUGLAS CORP	ST LOUIS MO	S00024

MEASURE PROGRAM FORMAT 18B
FROM TAPE NO. 9638
MANUFACTURER IDENTIFICATION INDEX

DATE PROCESSED AT WPNSTA CONCORD: 05-18-76

PAGE NO:

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M = MULTIPLE ITEMS WITH IDENTICAL ALPHA AND NUMERIC MANUFACTURER CODES

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NUMERIC CODE IS NOW DEFUNCT

Z = ITEM HAS BEEN CHANGED OR REPLACED - PLEASE REFERENCE THE
ALPHA OR NUMERIC MANUFACTURER CODE REFERENCED IN THE
FIELD LABELED FULL NAME OF MANUFACTURER

G = U S GOVERNMENT

MAILING ADDRESS FILE
SEQUENCED BY CUSTOMER ACTIVITY

CUSTOMER ACTIVITY	LINE NO.	MAILING ADDRESS:	MAILING INSTRUCTIONS:	MAIL CODE	FUNDING CATEGORY	ACC CODE	CATG CODE	QUAL CODE	PROCESSING CODE1	PROCESSING CODE2	3-M ORG. CODE
AD18E	0	COMMANDING OFFICER	FIRST CLASS		NAVELEX	B	ES		4	F	
	1	USS SIERRA (AD18)									
	2	FPO, NY 09501									
	3										
	4										
	5										
	6	ATTN: R4 DIV EMO/FECL									
AD18SIR	0	COMMANDING OFFICER	FIRST CLASS		NAVSEA	C	NS	ZIQ	4	F	
	1	USS SIERRA (AD18)									
	2	FPO, NY 09501									
	3										
	4										
	5										
	6	ATTN: R5 MIRCS LAB									
AD19	0	COMMANDING OFFICER	FIRST CLASS		NAVELEX	B	ES		4	F	
	1	USS YOSEMITE (AD19)									
	2	FPO NY 09501									
	3										
	4										
	5										
	6	ATTN: R-4 DIV EMO/FECL									
AD19YOR	0	COMMANDING OFFICER	FIRST CLASS		NAVSEA	C	NS	YMQ	4	F	
	1	USS YOSEMITE (AD19)									
	2	FPO NY 09501									
	3										
	4										
	5										
	6	ATTN: MIRCS LAB									
AD26	0	COMMANDING OFFICER	FIRST CLASS		NAVELEX	B	ES		4	F	
	1	USS SHENANDOAH (AD26)									
	2	FPO NY 09501									
	3										
	4										
	5										
	6	ATTN: R4 DIVISION EMO									
AD26SHR	0	COMMANDING OFFICER	FIRST CLASS		NAVSEA	C	NS	ZHQ	4	F	
	1	USS SHENANDOAH (AD26)									
	2	FPO NY 09501									
	3										
	4										
	5										
	6	ATTN: MIRCS LAB R-5									

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 100

1. CUSTOMER ACTIVITY. An eight or less character code representing the individual customer activity, as it appears on the MEASURE Inventory File. Handwritten METER Cards must contain this code exactly as it appears in this format for the respective customer activity. Changes to customer activity codes, lab codes, and addresses must be submitted to the DPF utilizing the MEASURE Customer Code and Address Form.

2. LINE NO. Numeric number corresponding to a specific section of the customer/lab mailing address.

3. MAILING ADDRESS. The mailing address corresponding to the respective customer/lab code.

4. MAILING INSTRUCTIONS. Indicates the mailing/handling procedures for the respective customer activity.

5. MAIL CODE. Designates the mailing/handling procedure, as utilized by the DPF.

O = Air Mail-Certified-Special Delivery	S = Air Mail-Registered-Special Delivery	X = Registered
P = Certified-Special Delivery	T = Registered-Special Delivery	Y = Air Mail
Q = Air Mail-Certified	U = Air Mail-Special Delivery	Z = Hand Carry
R = Certified	V = Air Mail-Registered	Blank = First Class
	W = Special Delivery	

6. FUNDING CATEGORY. The noun description of the funding category corresponding to the respective customer activity/laboratory.

7. ACC CODE. Designates Atlantic or Pacific customer/laboratory. Utilized by the DPF in MEASURE Format preparation.
A = NAVAIRLANT B = NAVELEXLANT C = NAVSEALANT P = NAVAIRPAC Q = NAVELEXPAC R = NAVELEXPAC
Z = NO OUTPUT PRODUCTS GENERATED

8. CATG CODE. Two-letter code corresponding to the funding category, as it applies to the respective customer activity/laboratory.

AF = Air Force	CN = CNO	OT = Other	
AR = Army	CT = Contractor	SP = Special Products	
AS = NAVAIRFLEET	ES = NAVELEX	NS = NAVSEA	Note: Codes OS and SS will be combined as NS for new customer activities.
BM = BUMED	MC = Marine Corp		
CG = Coast Guard	NM = NAVAIR In House		

9. QUAL CODE. Two-letter code representing the first two letters of the cognizant "I" Level Activity corresponding to the respective customer activity/laboratory.

10. PROCESSING CODE. Designates the processing procedure for METER Cards/recall.

Code 1:	Code 2:
1 = Print extra invoices	F = METER Cards from feedback. Invoices from Inventory
2 = METER Cards and invoices in Subcustodian order	G = Hold METER Cards. Print invoices
3 = One month cycle only	H = No METER Cards or invoices generated
4 = Combination of 1 and 2	Blank = Both METER Cards and invoices from inventory
5 = Combination of 1 and 3	
6 = Combination of 2 and 3	
7 = Combination of 1, 2 and 3	

11. 3M ORG CODE. Three-character alpha/numeric code designating the 3-M organization code. "I" Level-supported activities only.

12. INACTIVE ITEMS. Asterisk preceding customer code indicates customer activity codes which are not currently active in MEASURE consequently no updating occurs on any MEASURE master file.

Figure J-2. Example of MEASURE Format 100

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

DATE: 07/23/76 PAGE NO: 26

MEASURE FORMAT 105

MAILING ADDRESS FILE
SEQUENCED BY LABORATORY

LAB	NO.	MAILING ADDRESS:	MAILING INSTRUCTIONS:	MAIL CODE	FUNDING CATEGORY	ACC CODE	LAB TYPE	CATG CODE	QUAL CODE	PROCESSING CODE1	PROCESSING CODE2	3-M ORG. CODE
RAA	0		FIRST CLASS		NAVAIR FLEET	A	3	AS		4	F	
	1	NAVAIRSYSCOM CAL LAB DET										
	2	US NAVAL AIR FACILITY										
	3	FPO NY 09523										
	4											
	5											
	6											
RAL	0	OFFICER IN CHARGE	FIRST CLASS		NAVAIR FLEET	A	3	AS		4	F	
	1	CALIBRATION LAB DET										
	2	US NAVAL STATION										
	3	FPO NY 09540										
	4											
	5											
	6											
RAQ	0	COMMANDING OFFICER	FIRST CLASS		NAVAIR FLEET	A	4	AS	RAQ	4	F	A9Q
	1	US NAVAL AIR STATION										
	2	BOX 15-AIMD										
	3	FPO NY 09540										
	4											
	5											
	6	ATTN: PME										
RCQ	0	COMMANDING OFFICER	FIRST CLASS		NAVAIR FLEET	P	4	AS	RCQ	4	F	D96
	1	I LEVEL ACTIVITY										
	2	USS RANGER (CV-61)										
	3	FPO SF 96601										
	4											
	5											
	6	ATTN: AIMD AVIONICS PME WC-670										
RQQ	0	COMMANDING OFFICER	FIRST CLASS		NAVAIR FLEET	A	4	AS	RQQ	4	F	
	1	ATLANTIC FLEET WEAPONS										
	2	TRAINING FACILITY										
	3	US NAVAL STATION										
	4	FPO NY 09551										
	5											
	6											
RRQ	0	COMMANDING OFFICER	FIRST CLASS		NAVAIR FLEET	A	4	AS	RRQ	4	F	A9P
	1	US NAVAL STATION										
	2	P.O. BOX 25										
	3	FPO NY 09551										
	4											
	5											
	6	ATTN: AIMD PME										

Figure J-3. Example of MEASURE Format 105.

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 105

1. LAB CODE. The Three-letter laboratory code, as it appears on the MEASURE Inventory File.

2. LINE NO. Numeric number corresponding to a specific section of the customer/lab mailing address.

3. MAILING ADDRESS. The mailing address corresponding to the respective customer/lab code.

4. MAILING INSTRUCTIONS. *Indicates the mailing/handling procedures for the respective customer activity.*

5. MAIL CODE. Designates the mailing/handling procedure as utilized by the DPF.
   O = Air Mail-Certified-Special Delivery
   P = Certified-Special Delivery
   Q = Air Mail-Certified
   R = Certified
   S = Air Mail-Registered-Special Delivery
   T = Registered-Special Delivery
   U = Air Mail-Special Delivery
   V = Air MailRegistered
   W = Special Delivery
   X = Registered
   Y = Air Mail
   Z = Hand Carry
   Blank = First Class

6. FUNDING CATEGORY. The noun description of the funding category corresponding to the respective customer activity/laboratory.

7. ACC CODE. Designates Atlantic or Pacific customer/laboratory. Utilized by the DPF in MEASURE Format preparation.
   A = NAVAIRLANT B = NAVELEXLANT C = NAVSEALANT P = NAVAIRPAC Q = NAVELEXPAC R = NAVSEAPAC

8. CATG CODE. *Two-letter code corresponding to the funding category as it applies to the respective customer activity/laboratory.*
   AF = Air Force
   AR = Army
   AS = NAVAIRFLEET
   BM = BUMED
   CG = Coast Guard
   CN = CNO
   CT = Contractor
   ES = NAVELEX
   MC = Marine Corps
   NM = NAVAIR In House
   OT = Other
   SP = Special Products
   NS = NAVSEA Note: Codes OS and SS will be combined as NS for new customer activity.

9. QUAL CODE. Two-letter code representing the first two letters of the cognizant "I" Level Activity corresponding to the *respective customer activity/laboratory.*

10. PROCESSING CODE. Designates the processing procedure for METER Cards/Recall.
    Code 1: 1 = Print extra invoices
    2 = METER Cards and invoices in Subcustodian order
    3 = One month cycle only
    4 = Combination of 1 and 2
    5 = Combination of 1 and 3
    6 = Combination of 2 and 3
    7 = Combination of 1, 2 and 3
    Code 2: F = METER Cards from feedback. Invoices from inventory.
    G = Hold METER Cards. Print invoices.
    H = No METER Cards or invoices generated
    Blank = Both METER Cards and invoices *from inventory.*
    Z = NO OUTPUT PRODUCTS GENERATED

11. 3M ORG CODE. Three-character alpha/numeric code designating the 3-M organization code. "I" Level-supported activities only.

12. INACTIVE ITEMS. Asterisk preceding customer code indicates Laboratory Codes which are not currently active in MEASURE, consequently no updating occurs on any MEASURE master file.

Figure J-3. Example of MEASURE Format 105

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

MEASURE FORMAT 215

TRANSACTIONS WHICH DID NOT MATCH CUSTOMERS INVENTORY

FOR 01-25-77

CUSTOMER: VR53

SCHEDULED LAB	SERVICING LAB	MODEL NUMBER	MFR	SERIAL NUMBER	ITEM CTL. #	DATE COMPLTD
DLQ	DLQ	AS1465	94894	53-0002	791913	011277
DLQ	DLQ	AS1465	94894	53-002	791928	011277
DLQ	DLQ	T5-8002-105-00	45402	22078	791954	011277

CUSTOMER TOTAL: 3

Figure J-4. Example of MEASURE Format 215.

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 215

1. CUSTOMER. A code of eight, or less, characters representing the individual activity designated as the custodian of the corresponding equipment.

2. SCHEDULED LAB. Three-letter code representing the laboratory responsible for servicing the related equipment.

3. SERVICING LAB. Three-letter code representing the laboratory actually performing the service.

4. MODEL NUMBER. Fifteen, or less, characters which represent a specific type of equipment.

5. MFR. Five-number of three-letter code representing a specific manufacturer for the associated equipment model number.

6. SERIAL NUMBER. Fifteen, or less, characters assigned to a specific equipment which uniquely identifies the item within a specific Model Number and Manufacturer Code combination.

7. ITEM CONTROL NUMBER. Reflects the Item Control Number of the METER Card submitted to DPF which reported the unmatching Customer/Model Number/Serial Number combination.

8. DATE COMPLETED. Month, day, and year that the corresponding equipment was completed by the servicing laboratory.

9. CUSTOMER TOTAL. Total number of equipments listed for the related customer activity.

Figure J-4. Example of MEASURE Format 215

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

THIS REPORT REFLECTS ALL DATA RECEIVED BY DPF AS OF 07/17/78 PAGE NO. 6

MEASURE FORMAT 310

TEST EQUIPMENT INVENTORY
SEQUENCED BY CUSTOMER ACTIVITY, MODEL NUMBER AND SERIAL NUMBER
COGNIZANT CUSTOMER ACTIVITY (BNAS1)

ITEM NUMBER / DELSTA	MODEL NUMBER	MFR	SERIAL NUMBER	NOMENCLATURE	PART OF	MET CYC	NEXT DUE DATE	DATE LAST SERVICED	O S	LAB	SUB-CUSTODIAN	S L	STD
N15815	RM546	80009	000454	OSCILLOSOPE		04	08/10/78	04/10/78	NO	OBL	BNAS1	1	
R05385	SG376AU	06181	C240	SIGNAL GENERATOR		04	08/08/78	04/08/78	NO	OBL	NAS1	1	
C59490	ST855	94990	NONE	MICROPHONE TEST SET			NCR	00/00/00	NO	BPQ	BNAS1	4	
355658	S1059A	80211	FZ024M	PORTABLE FM TS			NCR	00/00/00	NO	OBL	NAS1	4	
L12425	S640G	STJ	1	DIAL INDICATOR		12	06/16/78	06/16/77	NO	OJK	NAS1	1	
097260	S640G	67163	10	DIAL INDICATOR		06	11/18/78	05/18/78	NO	OJK	NAS1	1	
R05391	TS125AP	88947	2	RF POWER METER		09	02/04/79	05/04/78	NO	OBL	NAS1	2	
R05387	TS147DUP	57567	1120	RADAR TEST SET	ANUSM148	05	09/14/78	04/14/78	NO	OBL	NAS1	1	
N52429	TS155CUP	24607	111	GE ERATOR SIGNAL		04	08/18/78	04/18/78	NO	OBL	NAS1	1	
873276	TS1771U	91161	8266	RF WATTMETER		06	11/21/76	05/21/76	NO	OBL	NAS1	2	
*OBL7													
A50718	TS1771U	91161	D59	RF WATTMETER		06	01/10/79	07/10/78	NO	OBL	NAS1	1	
N52436	TS1771U	91161	D77	RF WATTMETER		06	10/12/78	04/12/78	NO	OBL	NAS1	1	
N59744	TS1771U	29173	D78	RF WATTMETER		06	12/27/78	06/27/78	NO	OBL	NAS1	1	
355649	TS268EU	82854	160	CRYSTAL TS		28	INACTIVE	05/22/75	NO	OBL	NAS1	5	
355648	TS268U	02564	556	CRYSTAL T.S.			INACTIVE	00/00/00	NO	OBL	NAS1	5	
C59491	TS270BUP	14140	1166	ECHO BOX			NCR	00/00/00	NO	BPQ	NAS1	4	
C59535	TS488AUP		1663	RADAR TEST SET			NCR	00/00/00	NO	BPQ	NAS1	4	
355644	TS509UR	81635	401	FIELD STRENGTH			NCR	00/00/00	NO	OBL	NAS1	4	
C59519	TS510	28480	E80	SIGNAL GENERATOR			INACTIVE	00/00/00	NO	BPQ	NAS1	5	
097261	TS510AU	66150	CAR126	SIGNL GENERATOR		04	08/06/78	04/06/78	NO	BPQ	NASI	1	
214703	TS510AU	02764	441	SIGNAL GENERATO		04	03/03/76	11/03/75	NO	BPQ	NAS1	1	
*BPQ1													

Figure J-5. Example of MEASURE Format 310.

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 310

1. "THIS REPORT REFLECTS ALL DATA RECEIVED BY DPF AS OF MO/DA/YR". All data received on, or prior to this date are included in this report. However, data received after this date was, if at all possible, included to provide for a most up-to-date report.

2. COGNIZANT CUSTOMER ACTIVITY. An eight, or less, character code representing the individual activity designated as the customer responsible for reporting the related equipment.

3. ITEM NUMBER/DELSTA. Reflects the Item Control Number of the METER Card that last updated this particular line item on the inventory. If an item is in delay, the second line reflects an asterisk (*), the lab placing the item in delay and one to three delay codes as follows:
1 = Parts 2 = Technical Data 3 = Standards 4 = Personnel 5 = Accessories 6 = Backlog 7 = Other Factors

4. MODEL NUMBER. Fifteen, or less, characters which represent a specific type of equipment.

5. MFR. A code consisting of five numeric characters; one alpha character, followed by four numeric characters; or three alpha characters representing a specific manufacturer for the associated equipment model number.

6. SERIAL NUMBER. Fifteen, or less, characters assigned to a specific equipment.

7. NOMENCLATURE. Twenty, or less, characters constituting a noun description of the equipment.

8. PART OF. Ten, or less, characters used to designate the major system of which the corresponding equipment is a component.

9. METRL CYCLE. Number of months established as the optimum period of time that the corresponding equipment should be used before recalibration is required.

10. NEXT DUE DATE. Month, day and year the corresponding equipment is next scheduled for calibration.
"NCR" = Calibration not required.
"INACTIVE" = Placed in inactive status.
"*" = Item is sixty days, or more, past due from the date that Format 310 was produced.

11. DATE LAST SERVICED. Month, day, and year that the equipment was last calibrated.

12. OS. If the on-site indicator is YES, the corresponding equipment requires servicing on location by the responsible calibration activity. If the indicator is NO, the item can be submitted to the calibration activity utilizing normal procedure.

13. LAB. A three-letter code representing the calibration activity responsible for calibration of the corresponding equipment.

14. SUB-CUSTODIAN. A code of eight, or less, characters representing an activity within, or supported by, the customer activity having physical custody of the corresponding equipment.

15. SL. Servicing Label Code, defined as follows:
1 = Calibrated 2 = Special Calibration 3 = Rejected 4 = Calibration Not Required 5 = Inactive 6 = Repair

16. STD. Designates the type of Standard (1, 2, 3 or 4). Blank indicates that the equipment is not a Standard.

FIGURE J-5. Example of MEASURE Format 310

MEASURE FORMAT 311

DATE PRINTED: 04-14-77 INTERMEDIATE "I" LEVEL CALIBRATION STANDARDS ACCOUNTABILITY SYSTEM PAGE: 1
SEQUENCED BY LABORATORY, MODEL NUMBER AND SERIAL NUMBER

LAB: ADQ FOR CUSTOMER: ALAMD

MODEL NUMBER	SERIAL NUMBER	MFR. CODE	NOMENCLATURE	QUAL PHASE	CAT CDE	MET CYC	NEXT DUE DATE	DATE LST SERVICED	PLANT ACCT NUMBER	SCH LAB	UNIQUE NUMBER	METER CARD ICN
PEC14378	01		ADAPTER	D5	ANC					ACL		494686
067-0502-01	003670	80009	CALIB FIX	C1		06	08-04-77	02-04-77		ACL		L08413
067050201	003670	80009	CALIBFIXTURE	C1	STD				63106002875	ACL		B33812
067052101	005636	80009	CALIB FIXTURE	C1	STD	12	12-14-77	12-14-76	63106002863	ACL		E25105
067052300	002005	80009	CALIB FIXTURE	C1	STD	08	09-05-77	01-05-77	63106002902	ACL		E03623
1A1	008202	TEA	PLUG-IN UNIT	C1		04	04-14-77	12-14-76		ACL		D59480
106	004939	80009	SQ WAVE GEN	R5	STD		09-09-77	12-09-76		ACL		E25109
110	10562	93459	ATTENUATOR	R5	STD	12	09-09-77	09-09-76		ACL		B33820
13	10730	93459	ATTENUATOR	R5	STD	12	09-14-77	09-14-76		ACL		B33822
260-6P	03	55026	MULTIMETER	R5	STD					ACL		494722
467A	0994A03111	HEA	POWER AMP	F2	STD	12	09-14-77	09-14-76		ACL		388472
545B	003826	80009	OSCILLOSCOPE	C2	STD		05-10-77	01-10-77	63106000374	ACL		F41170
575	013820	80009	CURVE TRACER	F2	ANC		NCR	07-27-76		ACL		083747
585A	012520	80009	OSCILLOSCOPE	C1		03	01-19-77	10-19-76		ADQ		494632
893	1034	89536	DIFF V METER	F2	STD		09-08-76	12-08-76		ACL		E25116

TOTAL ITEMS FOR ALAMD : 15

Figure J-6. Example of MEASURE Format 311.

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 311

1. CAL LAB. Three-character code of the "I" Level/Field Calibration Activity which has custody of the calibration Standard.

2. CUSTOMER ACTIVITY. An eight or less character code reprsenting the individual customer activity designated as custodiam of the related equipment.

3. MODEL NUMBER. Fifteen, or less, characters which represent a specific type of equipment.

4. SERIAL NUMBER. Fifteen, or less, characters assigned to a specific equipment which uniquely identify the item within a specific model number and manufacturer code combination.

5. MFR CODE. Five-number or three-letter code representing a specific manufacturer for the associated equipment model number.

6. NOMENCLATURE. Twenty or less, characters which constitute a noun description of the equipment related to the corresponding model number/manufacturer code combination.

7. QUAL PHASE. Three, or less, characters which identify the "I" Level/Field Calibration Phase to which the equipment is assigned.

8. CATEGORY CODE. Three-character code which identifies the calibration Standard category. Category codes are as follows: STD Standard; ALT Alternate.

9. METRL CYCLE. The number of months established as the optimum period of time which the corresponding equipment should be used before reservicing is required.

10. NEXT DUE DATE. Month, day, and year that corresponding equipment is next scheduled to be calibrated by the responsible laboratory.

11. DATE LAST SERVICED. Month, day, and year that corresponding equipment was last calibrated.

12. PLANT ACCOUNT NUMBER. The Plant Account Number assigned to a specific model/serial number combination.

13. SCH LAB. Three-letter code representing the laboratory responsible for servicing the related equipment.

14. UNIQUE NUMBER. The Unique Number Identifier assigned to each model/part number.

15. METER CARD (ICN). Reflects the Item Control Number of the METER Card that last updated the inventory.

Figure J-6. Example of MEASURE Format 311

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

DATE 05/29/75 PAGE NO:

MEASURE FORMAT 335

TEST EQUIPMENT INVNETORY
LISTING FOR ON-SITE ITEMS PROCESSED BY THE LABORATORY INDICATED
SEQUENCED BY LABORATORY, MODEL NUMBER, MANUFACTURER, SERIAL NUMBER, AND CUSTOMER ACTIVITY

COGNIZANT LABORATORY (AKI)

MODEL NUMBER	MFR	SERIAL NUMBER	CUSTOMER ACTIVITY	SUB-CUS-TODIAN	NOMENCLATURE	PART OF	METRL CYCLE	NEXT DUE DATE	DATE LAST SERVICED	ON SITE ITEM	METER CARD ICN
18X48-32240F	13305	12295	NASUI	AF	HEAT TREAT OVEN		06	07/15/75	01/15/75	YES	123426
1931	82386	01	NASUI	WC620	AMMETER DC	MLB1	06	10/30/75	04/30/75	YES	867342
1931	82386	02	NASUI	GSE	AMMETER DC	MLB1	06	11/03/75	05/03/75	YES	194763
1931	82386	03	NASUI	GSE	AMMETER DC	MLB1	06	11/03/75	05/03/75	YES	001255
1931	82386	04	NASUI	WC620	AMMETER DC	MLB1	06	05/30/75	11/30/74	YES	864937
222431	63701	019	NASUI	650	AMP PLATFORM	ASM148	06	07/03/75	01/03/75	YES	765438
222434	63701	019	NASUI	650	SERVO ALIGN	ASM148	06	08/03/75	02/03/75	YES	637247
2561-1	09691	315	NASUI		AUTO TEST SET	LN2C	03	05/28/75	02/28/75	YES	894539
350-1200ET	52983	528	NASUI	650	PHASE DEMODULATOR	356-5430A	04	05/26/75	01/26/75	YES	654313
350-1200ET	52983	529	NASUI	650	PHASE DEMODULATOR	356-5430A	04	05/26/75	01/26/75	YES	897726
350-1500A	52983	2178	NASUI	650	LOW LEVEL PREAMP	356-5430A	04	05/26/75	01/26/75	YES	437682
350-5008	52983	1799	NASUI	650	PREAMPLIFIER PS	356-5430A	04	05/26/75	01/26/75	YES	991231
350-5008	52983	2208	NASUI	650	PREAMPLIFIER PS	356-5430A	04	04/17/75	01/17/75	YES	128767
53E370123-1	76301	23	MAG12		RHA ALIGNMENT TOOL		06	06/30/75	12/31/74	YES	918644
610RD	99664	47333	MWHS1	HIMS17	RPM METER	7058	06	09/24/75	03/22/75	YES	102355
7085	99664	131	NASUI	620	LOAD BANK		06	10/17/75	04/01/75	YES	320182
**LAB TOTAL	16										

Figure J-7. Example of MEASURE Format 335.

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 335

1. COGNIZANT LABORATORY. Threeletter code representing the laboratory for which information has been gathered.

2. MODEL NUMBER. Fifteen, or less, characters which represent a specific type of equipment.

3. MFR. Fivenumber or threeletter code representing a specific manufacturer for associated equipment model number.

4. SERIAL NUMBER. Fifteen, or less, characters assigned to a specific equipment which uniquely identify the item within a specific model number and manufacturer code combination.

5. CUSTOMER ACTIVITY. Three to eightcharacter code representing the individual customer activity designated as the custodian of the corresponding equipment.

6. SUBCUSTODIAN. Three to eightcharacter code representing an activity entrusted with the subcustody of the corresponding equipment.

7. NOMENCLATURE. Twenty, or less, characters which constitute a noun description of the equipment related to the corresponding model number and manufacturer code combination.

8. PART OF. Ten, or less, characters used to designate the major system of which the corresponding equipment is a component.

9. METRL CYCLE. Number of months established as the optimum period of time which the corresponding equipment should be used before servicing is required.

10. NEXT DUE DATE. Month, day, and year that the corresponding equipment is next scheduled to be calibrated by the responsible laboratory.

11. DATE LAST SERVICED. Month, day, and year that the corresponding equipment was last calibrated.

12. ON-SITE ITEM. If the onsite indicator is YES, the corresponding equipment requires servicing on location by the responsible laboratory. If the indicator is NO, the item can be submitted to the responsible laboratory by normal procedures.

13. METER CARD (ICN). Reflects the Item Control Number of the METER Card that last updated the inventory.

14. TOTAL NUMBER OF ONSITE ITEMS. The total number of items listed for the cognizant laboratory.

Figure J-7. Example of MEASURE Format 335

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

THIS REPORT REFLECTS ALL DATA RECEIVED BY DPF AS OF 07/18/78 PAGE NO. 51

MEASURE FORMAT 350

TEST EQUIPMENT INVENTORY
SEQUENCED BY CUSTOMER ACTIVITY, SUB-CUSTODIAN, MODEL NUMBER, MANUFACTURER, AND SERIAL NUMBER
COGNIZANT CUSTOMER ACTIVITY (WIAMD)

SUB-CUSTODIAN	MODEL NUMBER	MFR	SERIAL NUMBER	NOMENCLATURE	PART OF	MET CYC	NEXT DUE DATE	DATE LAST SERVICED	OOS	LAB	SL	ITEM NUMBER / OELSTA	STO
*VA128	AS1465	94894	LABWCQ6197	PISTN PRES GAGE ELEM		01	07/09/79	06/09/78	NO	WCQ	1	Z08840	
*VA128	AS1465	94894	PE816	PISTN PRES GAGE ELEM		01	07/09/78	06/09/78	NO	WCQ	1	B45075	
*VA128	AS1465	94894	PE817	PISTN PRES GAGE ELEM		01	07/09/78	06/09/78	NO	WCQ	1	B45078	
*VA128	AS1465	94894	PE818	PISTN PRES GAGE ELEM		01	07/09/78	06/09/78	NO	WCQ	1	B45077	
*VA128	AS1465	94894	0002	GAUGE		01	*OVERDUE	09/05/75	NO	WCQ	1	X60180	
*VA128	AS1465	94894	0322	GAUGE		01	*OVERDUE	08/26/75	NO	WCQ	1	440565	
*VA128	AS1465	94894	1241	GAUGE			00/00/00	00/00/00	NO	WCQ		372989 *WCQ6	
*VA128	AS1465	94894	128AS1	TIRE GAUGE		01	*OVERDUE	09/16/75	NO	WCQ	1	X80460	
*VA128	AS1465	94894	128A51	GAUGE		01	07/06/78	06/06/78	NO	WCQ	1	X17793	
*VA128	AS1465	94894	128-034	GAGING-ELEMENT		01	*OVERDUE	04/04/77	NO	WAB	1	K56061	
*VA128	AS1465	94894	128-035	GAUGE ELEMENT		01	*OVERDUE	05/03/74	NO	WCQ	1		
*VA128	AS1465	94894	128-079	GAGING ELEMENT		01	INACTIVE	03/04/77	NO	WAB	5	J52275	
*VA128	AS1465	94894	128034	PISTON GAUGE		01	INACTIVE	03/04/77	NO	WAB	5	J52293	
*VA128	AS1465	94894	12817A75	PISTN PRES GAGE ELEM		01	07/09/78	06/09/78	NO	WCQ	1	V38744	
*VA128	AS1465	94894	433	GAUGE		01	*OVERDUE	07/24/75	NO	WCQ	1		
*VA128	AS1465	94894	5012	GAUGE		01	07/06/78	06/06/78	NO	WCQ	1	Y35402	
*VA128	AS1465	94894	5013	GAGE		01	06/23/78	05/23/78	NO	WCQ	1	Z02057	
*VA128	AS1465	94894	5014	GAGE		01	*OVERDUE	01/16/75	NO	WCQ	1		
*VA128	AS1465	94894	5017	GAUGE		01	INACTIVE	03/04/77	NO	WAB	5	J47531	

Figure J-8. Example of MEASURE Format 350.

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 350

1. THIS REPORT REFLECTS ALL DATA RECEIVED BY DPF AS OF MO/DA/YR. All data received on, or prior to this date are included in this report. However, data received after this date was, if at all possible, included tp provide for a most uptodate report.

2. COGNIZANT CUSTOMER ACTIVITY. An eight, or less, characters code representing the individual activity designated as the customer of the related equipment.

3. SUBCUSTODIAN. An eight or less, characters code representing an activity within, or supported by, the customer activity having physical custody of the corresponding equipment.

4. MODEL NUMBER. Fifteen, or less, characters which represent a specific type of equipment.

5. MFR. A code consisting of five numeric characters; one alpha character, followed by four numeric characters; or three alpha characters representing a specific manufacturer for the associated equipment model number.

6. SERIAL NUMBER. Fifteen, or less, characters assigned to a specific equipment.

7. NOMENCLATURE. Twenty, or less, characters constituting a noun description of the equipment.

8. PART OF. Ten, or less, characters used to designate the major system of which the corresponding equipment is a component.

9. METRL CYCLE. Number of months established as the optimum period of time that the corresponding equipment should be used before recalibration is required.

10. NEXT DUE DATE. Month, day and year the corresponding equipment is next scheduled for calibration.
    "NCR" = Calibration not required.
    "INACTIVE" = Placed in inactive status.
    "*" = Item is sixty days, or more, past due from the date Format 350 was produced.

11. DATE LAST SERVICED. Month, day, and year that the equipment was last calibrated.

12. OS. If the onsite indicator is YES, the corresponding equipment requires servicing on location by the responsible calibration activity. If the indicator is NO, the item can be submitted to the calibration activity utilizing normal procedure.

13. LAB. A threeletter code representing the calibration activity responsible for calibration of the corresponding equipment.

14. SL. Servicing Label Code, defined as follows:
    1 = Calibrated 2 = Special Calibration 3 = Rejected 4 = Calibration Not Required 5 = Inactive 6 = Repair

15. ITEM NUMBER/DELSTA. Reflects the Item Control Number of the METER Card that last updated this particular line item on the inventory. If an item is in delay, the second line reflects an asterisk (*), the lab placing the item in delay from one to three delay codes as follows:
    1 = Parts 2 = Technical Data 3 = Standards 4 = Personnel 5 = Accessories 6 = Backlog 7 = Other

16. STD. Designates the type of Standard (1, 2, 3 or 4). Blank indicates that the equipment is not a Standard.

Figure J-8. Example of MEASURE Format 350

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

DATE 03/15/75 PAGE NO:

MEASURE FORMAT 450

TEST EQUIPMENT HISTORY
REPORT OF MODEL INSTALLATION DATA FOR ITEMS PROCESSED BY THE LAB INDICATED DURING THE MONTH OF JANUARY 1975
SEQUENCED BY LABORATORY, MODEL NUMBER, MANUFACTURER, AND SERIAL NUMBER

FOR LAB (S0B1)
NARF NORTH ISLAND

MODEL NUMBER	MFR	SERIAL NUMBER	CUSTOMER ACTIVITY	DATE WORK COMPLETED	S.E.R. NUMBER	S.E.C. NUMBER	PHASE	MODOFICATION HOURS	CALIBRATION HOURS	REPAIR HOURS
ANAWM31	02387	112	LMAMD	01/04/75		1545		.5	1.0	0.
ANAWM31	02387	113	LMAMD	12/19/74		1545		.5	1.0	0.
ANAWM31	02387	14	LMAMD	12/19/74		1545		.5	1.0	0.
SM511AASW25	11972	BNA0110	LMAMD	01/02/75		1421		1.0	0.	0.
SM511AASW25	11972	BNA028	LMAMD	12/03/74		1722		1.0	0.	0.

***TOTAL NUMBER OF ITEMS MODIFIED BY THIS LABORATORY 5 TOTAL HOURS 3.5 3.0 0.

Figure J-9. Example of MEASURE Format 450.

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 450

1. LAB. Threeletter code representing the laboratory for which information has been submitted.

2. MODEL NUMBER. Fifteen, or less, characters which represent a specific type of equipment.

3. MFR. Fivenumber or threeletter code representing a specific manufacturer for the associated equipment model number.

4. SERIAL NUMBER. Fifteen, or less, characters assigned to a specific equipment which uniquely identify the item within a specific model number and manufacturer code combination.

5. CUSTOMER ACTIVITY. An eight or less character code representing the individual customer activity designated as the custodian of the corresponding equipment.

6. DATE WORK COMPLETED. Month, day, and year that the responsible laboratory completed work on the corresponding equipment.
*Note that items previously completed, which were reported after the closing date for the report of last month, will appear in the report for this month.

7. S.E.B. NUMBER. Number of the Support Equipment Bulletin or Electronic Information Bulletin which contains the modification implemented on the corresponding equipment by the responsible laboratory.

8. S.E.C. NUMBER. Number of the Support Equipment Change, Field Change or Ordnance Alteration which contains the modification implemented on the corresponding equipment by the responsible laboratory.

9. PHASE. Intermediate Level Calibration Phase, if any, which applies when the corresponding item has been serviced by an Intermediate Level Calibration Activity.
*Note this data does not apply to summarizations for Depot Level Calibration Laboratories.

10. MODIFICATION HOURS. Number of manhours, to the nearest tenth, expended by the responsible laboratory in the modification of the corresponding equipment.

11. CALIBRATION HOURS. Number of man-hours, to the nearest tenth, expended by the responsible laboratory in the calibration of the corresponding modified equipment.

12. REPAIR HOURS. Number of manhours, to the nearest tenth, expended by the responsible laboratory in the repair of the corresponding modified equipment.

13. TOTAL NUMBER OF ITEMS MODIFIED BY THIS LABORATORY. Total number of equipments which were modified by the responsible laboratory during the reporting period.

14. TOTAL HOURS. Sum totals of all manhours expended by the responsible laboratory on modified items during the reporting period.

Figure J-9. Example of MEASURE Format 450.

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

DATE 03/12/74 PAGE NO: 10

MEASURE FORMAT 500

TEST EQUIPMENT SUMMARY
REPORT OF "I" LEVEL PRODUCTION BY PHASE WITHIN LABORATORY FOR ITEMS
PROCESSED FROM 01/01/74 TO 01/31/74
SEQUENCED BY LABORATORY AND PHASE

FOR LAB LBQ
"I" LEVEL ACTIVITY LEMOORE

PHASE	CALIBRATION ACTIONS	CALIBRATION MAN-HOURS	REPAIR ACTIONS	REPAIR MAN-HOURS	MODIFICATION ACTIONS	MODIFICATION MAN-HOURS	INCOMPLETE ACTIONS	INCOMPLETE MAN-HOURS	TOTAL NO. OF ITEMS	TOTAL MAN-HOURS
A1	26	28.0	12	11.5	0	0.	0	0.	38	39.5
A2	18	34.0	3	11.0	0	0.	0	0.	21	45.0
A3	9	24.0	6	19.5	0	0.	0	0.	15	43.5
B2	182	73.8	0	0.	0	0.	14	.5	196	74.3
B3	86	38.5	0	0.	0	0.	3	.5	89	39.0
C1	6	14.0	3	2.5	0	0.	0	0.	9	16.5
C2	30	64.5	11	45.0	0	0.	1	3.5	42	113.0
D1	99	48.8	6	3.0	0	0.	2	1.0	107	52.8
D2	24	18.0	1	.5	0	0.	1	1.0	26	19.5
F1	4	7.0	1	3.5	0	0.	0	0.	5	10.5
F2	76	199.0	18	161.0	4	2.5	5	3.0	103	365.5
F4	23	99.0	7	28.5	0	0.	2	8.0	32	135.5
***TOTALS	583	648.6	68	286.0	4	2.5	28	17.5	683	954.6

Figure J-10. Example of MEASURE Format 500.

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 500

1. LAB. Threeletter code representing the Intermediate Level Calibration Activity for which information has been summarized.

2. PHASE. Intermediate Level Calibration Phase for which the related laboratory information has been summarized.

3. CALIBRATION ACTIONS. Number of equipments completed, using the corresponding phase, which required calibration by the related Intermediate Level Calibration Activity during the reporting period.

4. CALIBRATION MANHOURS. Total manhours expended on calibration, using the corresponding phase, by the related Intermediate Level Calibration Activity during the reporting period.

5. REPAIR ACTIONS. Number of equipments completed, using the corresponding phase, which required repair by the related Intermediate Level Calibration Activity during the reporting period.

6. REPAIR MANHOURS. Total manhours expended in repair, using the corresponding phase, by the related Intermediate Level Calibration Activity during the reporting period.

7. MODIFICATION ACTIONS. Number of equipments completed, using the corresponding phase, which required modification by the related Intermediate Level Calibration Activity during the reporting period.

8. MODIFICATION MANHOURS. Total manhours expended in modifications, using the corresponding phase, by the related Intermediate Level Calibration Activity during the reporting period.

9. INCOMPLETE ACTIONS. Number of equipments worked on by the related Intermediate Level Calibration Activity, using the corresponding phase, upon which manhours were expended in an unsuccessful effort to either calibrate, repair, or modify during the reporting period.

10. INCOMPLETE MANHOURS. Total manhours expended by the related Intermediate Level Calibration Activity, using the corresponding phase, in an unsuccessful effort to either calibrate, repair, or modify items during the reporting period.

11. TOTAL NO. OF ITEMS. Actual number of equipments processed by the related Intermediate Level Calibration Activity, using the corresponding phase, during the reporting period.
*Note that this entry reflects the actual item count as opposed to a total of the number of calibration, repair, modification, and incomplete actions performed, since more than one action is possible on any single piece of equipment.

12. TOTAL MANHOURS. Total of all manhours expended by the related Intermediate Level Calibration Activity, using the corresponding phase, in calibration, repair, modification, and incomplete actions during the reporting period.

13. TOTALS. Sum total of all phase data gathered for the related Intermediate Level Calibration Activity during the reporting period.

Figure J-10. Example of MEASURE Format 500

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

DATE 04/20/75 PAGE NO: 1

MEASURE FORMAT 550

TEST EQUIPMENT INVENTORY
COMPOSITE LISTINGLL DEPOT ANERMEDIEVEL TEST EQUIPMENT SUPPORTED
SEQUENCED BY "I" LEVEL ACTIVITY CODE, MODEL NUMBER, MANUFACTURER, AND SERIAL NUMBER

"I" LEVEL ACTIVITY (CGQ)
USS CONSTELLATION (CV64)

MODEL NUMBER	MFR	SERIAL NUMBER	NOMENCLATURE	PART OF	METRL CYCLE	NEXT DUE DATE	DATE LAST SERVICED	ON SITE	LAB	CUSTOMER ACTIVITY	SUB CUS-TODIAN	STD
AM6565U	28480	A293	VERT PLUG IN	ANUSM281C	02	04/24/75	02/24/75	NO	CPL	CV64	WC670	
AM6565U	28480	A303	VERT PLUG IN	ANUSM281C	02	06/16/75	04/16/75	NO	CGQ	CV64	WC645	
AM6565U	28480	A304	VERT PLUG IN	ANUSM281C	02	06/16/75	04/16/75	NO	CGQ	CV64	WC645	
AM6565U	28480	A307	VERT PLUG IN	ANUSM281C	02	04/27/75	02/27/75	NO	CGQ	CV64	IM3	
AM6565U	28480	A308	VERT PLUG IN	ANUSM281C	02	04/27/75	02/27/75	NO	CGQ	CV64	IM3	
AM6565U	28480	A327	VERT PLUG IN	ANUSM281C	02	06/01/75	04/01/75	NO	CGQ	CV64	WC645	
AM6565U	28480	A393	VERT PLUG IN	ANUSM281C	02	06/17/75	04/17/75	NO	CGQ	CV64	WC620	
AM6565U	28480	A394	VERT PLUG IN	ANUSM281C	02	05/03/75	03/05/75	NO	CGQ	CV64	WC620	
AM6565U	28480	A291	VERT PLUG IN	ANUSM281C	02	05/04/75	03/04/75	NO	CGQ	CV64	WC620	
AM6565U	28480	A265	VERT PLUG IN	ANUSM281C	02	06/12/75	04/12/75	NO	CGQ	CV64	WC670	
AM6565U	28480	A266	VERT PLUG IN	ANUSM281C	02	04/24/75	02/24/75	NO	CGQ	CV64	WC670	
AM6565U	28480	A292	VERT PLUG IN	ANUSM281C	02	05/18/75	03/15/75	NO	CGQ	CV64	WC670	
AM6565U	28480	A298	VERT PLUG IN	ANUSM281C	02	06/17/75	04/17/75	NO	CGQ	CV64	WC640	
ANAGM645	02600	024	TORQUE WRENCH		01	05/02/75	04/02/75	NO	CGQ	CV64	WM00	
ANAGM645	02600	WM022	TORQUE WRENCH		01	05/15/75	04/15/75	NO	CGQ	CV64	WM022	
ANAGM645	02600	WM024	TORQUE WRENCH		01	05/16/75	04/16/75	NO	CGQ	CV64	WM00	
ANAGM645	02600	025	TORQUE WRENCH		01	05/14/75	04/13/75	NO	CGQ	CV64	ARM	
ANAJM33	80378	CCLI18	ANTI SKID TS		06	INACT	01/19/75	NO	CGQ	CV64	AE220	
ANAJM33	80378	678	ANTI SKID TS		06	INACT	02/15/75	NO	CGQ	CV64	WC670	

Figure J-11. Example of MEASURE Format 550

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 550

1. "I" LEVEL ACTIVITY. Threeletter code representing the Intermediate Level Calibration Activity for which information has been gathered.

2. MODEL NUMBER. Fifteen, or less, characters which represent a specific type of equipment.

3. MFR. Fivenumber or threeletter code representing a specific manufacturer for the associated equipment model number.

4. SERIAL NUMBER. Fifteen, or less, characters assigned to a specific equipment which uniquely identify the item within a specific model number and manufacturer code combination.

5. NOMENCLATURE. Twenty, or less, characters which constitute a noun description of the equipment related to the corresponding model number and manufacturer code combination.

6. PART OF. Ten, or less, characters used to designate the major system of which the corresponding equipment is a component.

7. METRL CYCLE. The number of months established as the optimum period of time which the corresponding equipment should be used before reservicing is required.

8. NEXT DUE DATE. Month, day, and year that the corresponding equipment is next scheduled to be calibrated by the responsible laboratory.

9. DATE LAST SERVICED. Month, day, and year that the corresponding equipment was last calibrated.

10. ON-SITE. If the onsite indicator is YES, the corresponding equipment requires servicing on location by the responsible laboratory. If the indicator is NO, the item can be submitted to the responsible laboratory by normal procedures.

11. LAB. Threeletter code representing the laboratory responsible for servicing the corresponding equipment.

12. CUSTOMER ACTIVITY. An eightor less character code representing the individual customer activity designated as custodian of the corresponding equipment.

13. SUBCUSTODIAN. An eight or less character code representing an activity entrusted with subcustody of the corresponding equipment.

14. STD. Number corresponding to type of standard (1, 2, 3, or 4) when associated equipment has been designated as a standard.

Figure J-11. Example of MEASURE Format 550

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

DATE 05/10/75 PAGE NO: 1

MEASURE FORMAT 555

TEST EQUIPMENT INVENTORY
COMPOSITE LISTING OF ON-SITE, DEPOT A-TERMEDIATE TEST EQUT SUPPORTED
SEQUENCED BY "I" LEVEL ACTIVITY CODE, MODEL NUMRER, MANUFACTURER, AND SERIAL NUMBER

LAB CODE (CIQ)
"I" LEVEL ACTIVITY CHINA LAKE

MODEL NUMBER	MFR	SERIAL NUMBER	NOMENCLATURE	PART OF	METRL CYCLE	NEXT DUE DATE	DATE LAST SERVICED	ON SITE	LAB	CUSTOMER ACTIVITY	SUB-CUST	STD
32ZAS100	96787	6688-42	NITROGEN TRAILER		06	09/30/75	03/27/75	Y	SDB	CLPME	LOX	
320-200	26337	JH141	STARTER TEST STAND		12	03/22/76	03/22/75	Y	SDB	CLPME	AMD6	
4JR	01976	3147	ROCKWELL HARDNESS TST		06	09/30/75	03/26/75	Y	SDB	CLPME	AMD9	
5570191	88277	KG92	TEST SET RADAR HOSE		06	09/30/75	03/29/75	Y	SDB	CLPME	AMD8	
62A116E1	26665	27	OXYGEN SYSTEM COMFTS		06	09/30/75	03/28/75	Y	SDB	CLPME	AMD8	
64A100H1	95787	000654	NITROGEN TRAILER		06	09/30/75	02/26/75	Y	SDB	CLPME	LOX	
64A100H1	95787	1010	NITROGEN TRAILER		06	10/30/75	04/30/75	Y	SDB	CLPME	LOX	
64A100H1	96787	34898	NITROGEN TRAILER		06	09/30/75	03/25/75	Y	SDB	CLPME	LOX	
7082	61311	143	GEN VARI DRIVE		12	02/20/76	02/22/75	Y	SDB	CLPME	AMD6	
7085	01400	150	GEN LOAD BANK		12	03/30/76	03/21/75	Y	SDB	CLPME	AMD6	
7231	99664	65	AC LOAD BANK	1A-1	06	06/30/75	03/26/75	Y	SDB	CLPME	PWD8	
7231	99664	19	AC LOAD BANK	1A-1	06	09/30/75	03/21/75	Y	SDB	CLPME	AMD9	
900539	95787	000129	NITROGEN TRAILER		06	10/30/75	04/30/75	Y	SDB	CLPME	LOX	
900539	95787	000142	NITROGEN TRAILER		06	09/30/75	03/26/75	Y	SDB	CLPME	LOX	
900539	95787	000149	NITROGEN TRAILER		06	09/30/75	03/26/75	Y	SDB	CLPME	LOX	
900753-1	56190	753-057	LOX TRAILER TYPE 4		06	09/30/75	03/29/75	Y	SDB	CLPME	LOX	

Figure J-12. Example of MEASURE Format 555.

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 555

1. "I" LEVEL ACTIVITY. Threeletter code representing the Intermediate Level Calibration Activity for which information has been gathered.

2. MODEL NUMBER. Fifteen, or less, characters which represent a specific type of equipment.

3. MFR. Fivenumber or threeletter code representing a specific manufacturer for the associated equipment model number.

4. SERIAL NUMBER. Fifteen, or less, characters assigned to a specific equipment which uniquely identify the item within a specific model number and manufacturer code combination.

5. NOMENCLATURE. Twenty, or less, characters which constitute a noun description of the equipment related to the corresponding model number and manufacturer code combination.

6. PART OF. Ten, or less, characters used to designate the major system of which the corresponding equipment is a component.

7. METRL CYCLE. Number of months established as the optimum period of time which the corresponding equipment should be used before reservicing is required.

8. NEXT DUE DATE. Month, day, and year that the corresponding equipment is next scheduled to be calibrated by the responsible laboratory.

9. DATE LAST SERVICED. Month, day, and year that the corresponding equipment was last calibrated.

10. ON-SITE ITEM. If the onsite indicator is YES, the corresponding equipment requires servicing on location by the responsible laboratory. If the indicator is NO, the item can be submitted to the responsible laboratory through normal channels.

11. LAB. Three-letter code representing the laboratory responsible for servicing the corresponding equipment.

12. CUSTOMER ACTIVITY. An eight or less character code representing the individual customer activity designated as the custodian of the corresponding equipment.

13. SUBCUSTODIAN. An eight or less character code representing an activity entrusted with the subcustody of the corresponding equipment.

14. STD. Number corresponding to the type of standard (1, 2, 3, or 4), when associated equipment has been designated as a standard.

Figure J-12. Example of MEASURE Format 555

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

DATE 04/16/77 PAGE NO: 1

MEASURE FORMAT 600

TEST EQUIPMENT SUMMARY
REPORT OF PRODUCTION STATUS FOR ALL ITEMS PROCESSED ACCUMULATIVE FROM 03/01/77 to 03/31/77
SEQUENCED BY LABORATORY AND CUSTOMER ACTIVITY

FOR LAB (SBD)
NAVAL WEAPONS STATION

CUSTOMER ACTIVITY	****CALIBRATION**** *ACTIONS	/MANHOURS*	*******REPAIR****** *ACTIONS	/MANHOURS*	****MODIFICATION*** *ACTIONS	/MANHOURS*	****INCOMPLETE***** *ACTIONS	/MANHOURS*	**********TOTAL********* *NO. OF ITEMS	/MANHOURS*
AD14	1	7.0	0	.0	0	0.0	0	.0	1	7.0
CG11	30	82.0	9	19.0	0	0.0	3	28.0	33	129.0
CG16	0	.0	0	32.0	0	0.0	0	.0	1	32.0
CG21	21	83.4	8	79.4	0	0.0	1	2.6	23	165.4
CG22	1	1.0	1	2.0	0	0.0	0	.0	1	3.0
CG29	5	12.0	2	1.5	0	0.0	0	.0	5	13.5
CG31	1	1.5	0	.0	0	0.0	9	.0	1	1.5
DDG14	1	8.0	0	.0	0	0.0	1	4.2	2	12.2
DDG15	2	5.0	1	4.0	0	0.0	0	.0	2	9.0
DDG32	2	12.0	1	4.0	0	0.0	0	.0	2	16.0
DDG36	2	9.0	1	.5	0	0.0	0	.0	2	9.5
DDG7	1	2.0	0	.0	0	0.0	0	.0	1	2.0
DDG8	0	.0	0	.0	0	0.0	1	6.0	1	6.0
DDG9	1	2.0	0	.0	0	0.0	0	.0	1	2.0
DD743	1	8.0	0	.0	0	0.0	0	.0	1	8.0
DD826	1	8.0	0	.0	0	0.0	0	.0	1	8.0
DD885	4	19.0	3	2.5	0	0.0	11	2.0	5	23.5
DD951	1	1.0	1	2.0	0	0.0	0	.0	1	3.0
FFG1	2	17.0	0	.0	0	0.0	0	.0	2	17.0
FF1037	1	1.5	0	.0	0	0.0	0	.0	1	1.5

Figure J-13. Example of MEASURE Format 600

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 600

1. LAB. Threeleter code representing the laboratory for which information has been summarized.

2. CUSTOMER ACTIVITY. An eight or less character code representing the individual customer activities which required service by the designated laboratory.

3. CALIBRATION ACTIONS. Number of equipments completed for the corresponding customer activity, which required calibration by the designated laboratory during the reporting period.

4. CALIBRATION MANHOURS. Total manhours expended in calibration of items completed for the corresponding customer activity by the designated laboratory during the reporting period.

5. REPAIR ACTIONS. Number of equipments completed for the corresponding customer activity, which required repair by the designated laboratory during the reporting period.

6. REPAIR MANHOURS. Total manhours in repair of items completed for the corresponding customer activity by the designated laboratory during the reporting period.

7. MODIFICATION ACTIONS. Number of equipments completed for the corresponding customer activity, which required modification by the designated laboratory during the reporting period.

8. MODIFICATION MANHOURS. Total manhours expended in modification of items completed for the corresponding customer activity by the designated laboratory during the reporting period.

9. INCOMPLETE ACTIONS. Number of equipments for the corresponding customer activity, upon which the designated laboratory expended manhours in an unsuccessful attempt to either calibrate, repair, or modify during the reporting period.

10. INCOMPLETE MANHOURS. Total manhours expended by the designated laboratory in an unsuccessful effort to either calibrate, repair, or modify items for the corresponding customer activity during the reporting period.

11. TOTAL NO. OF ITEMS. Actual number of equipments processed by the designated laboratory for the corresponding customer activity during the reporting period.
*Note that this entry reflects the actual item count as opposed to a total of the number of calibration, repair, modification, and incomplete actions performed, since more than one action is possible for any single piece of test equipment.

12. TOTAL MANHOURS. Total of all manhours expended by the designated laboratory in calibration, repair, modification, and incomplete actions for the corresponding customer activity.

13. LAB TOTALS. Sum total of all work performed for the customer activities by the designated laboratory.

Figure J-13. Example of MEASURE Format 600

Date 10/15/77

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

Page No. 1

MEASURE FORMAT 610

TEST EQUIPMENT SUMMARY
REPORT OF PRODUCTION STATUS FOR ON-SITE ITEMS PROCESSED
ACCUMULATIVE FROM 09/01/77 TO 09/30/77
SEQUENCED BY LABORATORY AND CUSTOMER ACTIVITY

FOR LAB (CPL)
NAVY CALIB LAB CUBI POINT

CUSTOMER ACTIVITY	****CALIBRATION**** *ACTIONS	/MAN-HOURS*	*******REPAIR****** *ACTIONS	/MAN-HOURS*	****MODIFICATION*** *ACTIONS	/MAN-HOURS*	****INCOMPLETE***** *ACTIONS	/MAN-HOURS*	**********TOTAL********* *NO. OF ITEMS	/MAN-HOURS*
CLPME	38	125.0	0	0.	0	0.	0	0.	38	125.0
CV63	1	4.0	1	5.0	0	0.	0	0.	1	9.0
DLG29	2	5.6	1	1.2	0	0.	0	0.	2	6.8
FF1053	3	1.5	2	1.0	0	0.	0	0.	3	2.5
MAG11	2	113.2	1	4.1	0	0.	0	0.	2	117.3
MAG13	5	150.3	3	27.9	0	0.	0	0.	5	178.2
MAG16	4	90.9	4	14.7	0	0.	0	0.	4	105.6
MMAMD	29	165.9	19	41.3	0	0.	0	0.	29	207.2
NIAMD	1	47.0	0	0.	0	0.	0	0.	1	47.0
YUAMD	3	1.5	2	1.0	0	0.	0	0.	3	2.5
**LAB TOTALS	88	704.9	33	96.2	0	0.	0	0.	88	801.1

Figure J-14. Example of MEASURE Format 610

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 610

1. LAB. Threeletter code representing the laboratory for which information has been summarized.

2. CUSTOMER ACTIVITY. An eight or less character code representing the individual customer activities which required onsite service by the designated laboratory.

3. CALIBRATION ACTIONS. Number of equipments completed on-site for the corresponding customer activity, which required calibration by the designated laboratory during the reporting period.

4. CALIBRATION MANHOURS. Total manhours expended onsite in calibration of items completed for the corresponding customer activity by the designated laboratory during the reporting period.

5. REPAIR ACTIONS. Number of equipments completed onsite for the corresponding customer activity, which required repair by the designated laboratory during the reporting period.

6. REPAIR MANHOURS. Total manhours expended onsite in repair of items completed for the corresponding customer activity by the designated laboratory during the reporting period.

7. MODIFICATION ACTIONS. Number of equipments completed on-site for the corresponding customer activity, which required modification by the designated laboratory during the reporting period.

8. MODIFICATION MANHOURS. Total manhours expended onsite in modification of items completed for the corresponding customer activity by the designated laboratory during the reporting period.

9. INCOMPLETE ACTIONS. Number of equipments for the corresponding customer activity, upon which the designated laboratory expended manhours onsite in an unsuccessful attempt to either calibrate, repair, or modify during the reporting period.

10. INCOMPLETE MANHOURS. Total man-hours expended onsite by the designated laboratory in an unsuccessful effort to either calibrate, repair, or modify items for the corresponding customer activity during the reporting period.

11. TOTAL NO. OF ITEMS. Actual number of equipments processed onsite by the designated laboratory for the corresponding customer activity during the reporting period.
*Note that this entry reflects the actual item count as opposed to a total of the number of calibration, repair, modification, and incomplete actions performed, since more than one action is possible on any single piece of test equipment.

12. TOTAL MANHOURS. Total of all manhours expended by the designated laboratory in calibration, repair, modification, and incomplete actions for the corresponding customer activity onsite.

13. LAB TOTALS. Sum total of onsite work for all customer activities by the designated laboratory.

Figure J-14. Example of MEASURE Format 610

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

DATE 04/16/77 PAGE NO: 1

MEASURE FORMAT 620

TEST EQUIPMENT SUMMARY
REPORT OF PRODUCTION STATUS FOR IN-LAB ITEMS PROCESSED ACCUMULATIVE FROM 03/01/77 TO 03/31/77
SEQUENCED BY LABORATORY AND CUSTOMER ACTIVITY

FOR LAB (ACP)
NAVY STDS LAB TYPE 2 ALAMEDA

CUSTOMER ACTIVITY	****CALIBRATION**** *ACTIONS	/MAN-HOURS*	*******REPAIR****** *ACTIONS	/MAN-HOURS*	****MODIFICATION*** *ACTIONS	/MAN-HOURS*	****INCOMPLETE****** *ACTIONS	/MAN-HOURS*	**********TOTAL********* *NO. OF ITEMS	/MAN-HOURS*
ACP	0	.0	0	.0	0	.0	1	2.0	1	2.0
AGA	0	.0	0	.0	0	.0	1	2.0	1	2.0
AGL	0	.0	0	.0	0	.0	1	1.0	1	1.0
AKL	2	14.0	0	.0	0	.0	0	.0	2	14.0
ALAMD	4	18.0	0	.0	0	.0	1	2.0	5	20.0
ALNARF	149	763.0	4	209.0	0	.0	8	23.4	157	995.4
AMDGO	1	12.0	0	.0	0	.0	0	.0	1	12.0
ASXXX	99	457.3	0	.0	0	.0	30	106.0	129	563.3
CCA	1	2.0	0	.0	0	.0	0	.0	1	2.0
CPL	10	75.5	2	2.0	0	.0	0	.0	10	77.5
CTXXX	39	10.0	0	.0	0	.0	0	.0	39	10.0
CV43	18	123.0	1	1.0	0	.0	0	.0	18	124.0
CV63	1	4.0	0	.0	0	.0	0	.0	1	4.0
CV64	1	10.0	1	2.0	0	.0	0	.0	1	12.0
CVN65	8	28.0	0	.0	0	.0	0	.0	8	28.0
LKA112	1	8.0	0	.0	0	.0	0	.0	1	8.0
LMAMD	8	86.0	2	20.0	0	.0	2	5.5	10	111.5
MFAMD	1	3.5	0	.0	0	.0	2	3.0	3	6.5
MFG	0	.0	0	.0	0	.0	2	3.0	2	3.0
SDB	0	.0	0	.0	0	.0	1	1.0	1	1.0
YUMCAS	1	16.0	0	.0	0	.0	0	.0	1	16.0
*LAB TOTALS	460	1,743.3	10	234.0	0	.0	53	154.9	413	2,132.2

Figure J-15. Example of MEASURE Format 620

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 620

1. LAB. Threeletter code representing the laboratory for which information has been summarized.

2. CUSTOMER ACTIVITY. An eight or less character code representing the individual customer activities which required inlab service by the designated laboratory.

3. CALIBRATION ACTIONS. Number of equipments completed inlab for the corresponding customer activity, which required calibration by the designated laboratory during the reporting period.

4. CALIBRATION MANHOURS. Total manhours expended inlab in calibration of items completed for the corresponding customer activity by the designated laboratory during the reporting period.

5. REPAIR ACTIONS. Number of equipments completed inlab for the corresponding customer activity, which required repair by the designated laboratory during the reporting period.

6. REPAIR MANHOURS. Total manhours expended inlab in repair of items completed for the corresponding customer activity by the designated laboratory during the reporting period.

7. MODIFICATION ACTIONS. Number of equipments completed inlab for the corresponding customer activity, which required modification by the designated laboratory during the reporting period.

8. MODIFICATION MANHOURS. Total manhours expended inlab in modification of items completed for the corresponding customer activity by the designated laboratory during the reporting period.

9. INCOMPLETE ACTIONS. Number of equipments for the corresponding customer activity, upon which the designated laboratory expended manhours inlab in an unsuccessful attempt to either calibrate, repair, or modify during the reporting period.

10. INCOMPLETE MANHOURS. Total manhours expended onsite by the designated laboratory in an unsuccessful effort to either calibrate, repair, or modify items for the corresponding customer activity during the reporting period.

11. TOTAL NO. OF ITEMS. Actual number of equipments processed inlab by the designated laboratory for the corresponding customer activity during the reporting period.
*Note that this entry reflects the actual item count as opposed to a total of the number of calibrations, repairs, modification, and incomplete actions performed, since more than one action is possible on any single equipment.

12. TOTAL MANHOURS. Total of all manhours expended by the designated laboratory in calibration, repair, modification, and incomplete actions for the corresponding customer activity inlabs.

13. LAB TOTALS. Sum total of inlab work performed for all customer activities by the designated laboratory.

Figure J-15. Example of MEASURE Format 620

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

DATE 05/12/78 PAGE NO. 5

MEASURE F72MAT 800

TEST EQUIPMENT INVENTORY
SEQUENCED BY CAL LAB, CUSTOMER, MODEL NUMBER AND NEXT DUE DATE
LABORATORY TYPES 1, 2 AND 3

SCHEDULED CAL LAB (SDB) DUE DATE RANGE: JULY 78 THRU SEPTEMBER 78

CUSTOMER ACTIVITY IIC/ID	MODEL NUMBER / UNIQUE NR.	MFR	SERIAL NUMBER / STD HRS	NOMENCLATURE / MET CYC	PART OF / NEXT DUE DATE	ON-SITE ITEM	SUB-CUSTODIAN / DATE LAST SERVICED	S L	STC
AS-37	TYPEC		4793	EXPLOSIMETER		.0		1	
XXXXP08543	XXXXP08543		1.6	03	07/24/78		10/24/74		
AS-37	C-30INHG	ASA	018	VACUUM GAGE		NO	DIR	1	
XXXXP08544	XXXXP08544			18	09/22/78		03/22/74		
AS-37	1246P	ASA	37EA080	D2 DISCHARCE GA		NO	DIR	1	
XXXXP08545	XXXXP08545		1.0	12	08/03/78		08/03/76		
AS-37	20TON		AN49158	DYNAMOMETER		NO	DIR	1	
XXXXP08546	XXXXP08546			06	08/12/78		02/12/74		
AS-37	626A		1210A01774	SIG/GEN		NO		1	
XXXXP08547	XXXXP08547		4.6	06	07/24/78		01/24/77		
AS-37	8-1110-10	BRS	703-69620-4	ROTAMETER		NO	DIR	1	
XXXXP08548	XXXXP08548		2.5	12	08/10/78		08/10/77		

STANDARD HOUR TOTALS JULY 6.2 AUGUST 3.5 SEPTEMBER 0.0

CUSTOMER TOTAL 6

ATF-84	TYPEE		5414	EXPLOSIVE METER		NO		1	
XXXXP08549	XXXXP08549		1.6	12	08/29/78		05/29/74		
ATF-84	TYPEE		12879	EXPLOSIVMETER		NO		1	
XXXXP08550	XXXXP08550		1.6	12	09/09/78		01/22/75		

STANDARD HOUR TOTALS JULY 0.0 AUGUST 1.6 SEPTEMBER 1.6

CUSTOMER TOTAL 2

Figure J-16. Example of MEASURE Format 800
(Laboratory Copy)

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 800

1. SCHEDULED CAL LAB. Threeletter code representing the laboratory responsible for servicing the corresponding equipment.

2. DUE DATE RANGE. Three-month period (fiscal quarter) during which the corresponding equipment is scheduled for calibration.

3. CUSTOMER ACTIVITY. An eight or less character code representing the individual customer activity designated as the custodian of the corresponding equipment.

4. IIC/ID. A number used by rework facilities to interface with internal reporting systems and to allow access to the data base.

5. MODEL NUMBER. Fifteen, or less, characters which represent a specific type of equipment.

6. UNIQUE NR. The Unique Number Identifier assigned to each model/part number.

7. MFR. Five-number or three-letter code representing a specific manufacturer for the associated equipment model number.

8. SERIAL NUMBER. Ffteen, or less, characters assigned to a specific piece of equipment which uniquely identify the item within a specific model number and manufacturer code combination.

9. STD HRS. The hours which represents the established time interval required to calibrate the equipment.

10. NOMENCLATURE. Twenty, or less, characters which constitute a noun description of the equipment related to the corresponding model number and manufacturer code combinaton.

11. METRL CYCLE. Number of months established as the optimum period of time which the corresponding equipment should be used before servicing is required.

12. PART OF. Ten, or less, characters used to designate the major system of which the corresponding equipment is a component.

13. NEXT DUE DATE. Month, day, and year that the corresponding equipment is next scheduled to be calibrated by the responsible laboratory.

14. ON-SITE ITEM. If the on-site indicator is YES, the corresponding equipment requires servicing on location by the responsible laboratory. If the indicator is NO, the item can be submitted to the responsible laboratory by normal procedures.

15. SUB-CUSTODIAN. An eight or less character code representing the activity entrusted with the sub-custody of the associated equipment.

16. DATE LAST SERVICED. Month, day, and year that the corresponding equipment was last calibrated.

17. SL. Number corresponding to the Servicing Label attached to the associated equipment to indicate its status.
    1 = Calibrated
    2 = Special Calibration
    3 = Rejected
    4 = Calibration not required
    5 = Inactive
    6 = Repair (no label)

18. STD. Number corresponding to the Type of Standard (1, 2, 3 or 4), when associated equipment has been designated as a Standard.

19. CUSTOMER TOTAL. Total number of equipments listed for the related customer activity.

Figure J-16. Example of MEASURE Format 800
(Laboratory Copy)

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

DATE 05/23/78 PAGE NO. 42

MEASURE FORMAT 800A

TEST EQUIPMENT INVENTORY
SEQUENCED BY CUSTOMER, SUB-CUSTODIAN, CAL LAB, MODEL NUMBER, NEXT DUE DATE, MANUFACTURER AND SERIAL NUMBER
LABORATORY TYPES 1, 2 AND 3

CUSTOMER (ALAMD) DUE DATE RANGE: JULY 78 THRU SEPTEMBER 78

SUB-CUSTODIAN IIC/ID	CAL LAB	MODEL NUMBER UNIQUE NR.	MFR	SERIAL NUMBER STD HRS	NOMENCLATURE MET CYC	PART OF NEXT DUE DATE	ON-SITE ITEM DATE LAST SERVICED	S L	STD
641 XXXXP00644	ACL	SM534 XXXXP00644	80378	17 9.5	SIMULATOR NAVG CONT 06	09/25/78	NO 03/25/76	1	
641 XXXXP00645	ACL	SM652APM XXXXP00645	94990	DHT0012 5.1	SIMULATOR RADAR BEA	09/06/78	NO 03/11/78	1	
641 XXXXP00646	ACL	TS1335UPM29B XXXXP00646	SPE	28 9.2	RADAR TEST SET 06	09/17/78	NO 03/17/76	1	
641 XXXXP00647	ACL	TS147DUP XXXXP00647	57567	3986 7.9	SIG. GEN. 03	08/13/78	NO 11/13/75	1	
641 XXXXP00648	ACL	TS2848 XXXXP00648	02387	36 9.2	COMPUTER TS 06	09/16/78	NO 03/16/78	1	
641 XXXXP00649	ACL	TS757UPM32 XXXXP00649	POB	3 11.3	SIG GEN 02	07/11/78	NO 01/11/78	1	
641 XXXXP00650	ACL	TS757UPM32 XXXXP00650	POB	3 11.3	SIG GEN 02	09/11/78	NO 01/11/78	1	
641 XXXXP00651	ACL	TS966 XXXXP00651	80058	34 4.8	TEST SET RADAR	09/13/78	NO 03/13/78	1	
641 XXXXP00652	ACL	1432P XXXXP00652	24655	42031 2.2	DECADE RESISTOR 12	09/28/78	NO 09/29/77	1	
641 XXXXP00653	ACL	628A XXXXP00653	28480	652-01495 5.7	SIGNAL GEN 06	07/11/78	NO 01/11/78	1	
641 XXXXP00654	ACL	803D XXXXP00654	89536	829 4.4	DIFF VLTMTR 03	07/10/78	NO 01/10/78	1	
641 XXXXP00655	ACL	8300A XXXXP00655	89536	94424 5.3	DIGITAL VOLTMET 03	08/28/78	NO 11/29/76	1	

STANDARD HOUR TOTALS JULY 21.4 AUGUST 13.2 SEPTEMBER 51.3

SUB-CUSTODIAN TOTAL 12

Figure J-17. Example of MEASURE Format 800A (Customer Copy)

GLOSSARY OF TERMINOLOGY FOR MEASURE FORMAT 800A

1. CUSTOMER ACTIVITY. An eight or less character code representing the individual customer activity designated as the custodian of the corresponding equipment.

1A. DUE DATE RANGE. Three-month period (fiscal quarter) during which the corresponding equipment is scheduled for calibration.

2. SUB-CUSTODIAN. An eight or less character code representing the activity entrusted with the sub-custody of the associated equipment.

3. IIC/ID. A number used by rework facilities to interface with internal reporting systems and to allow access to the data base.

4. CAL LAB. Three-letter code representing the laboratory responsible for servicing the corresponding equipment.

5. MODEL NUMBER. Fifteen, or less, characters which represent a specific type of equipment.

6. UNIQUE NR. The Unique Number Identifier assigned to each Model/Part Number.

7. MFR. Five-number or three-letter code representing a specific manufacturer for the associated equipment model number.

8. SERIAL NUMBER. Fifteen, or less, characters assigned to a specific piece of equipment which uniquely identify the item within a specific model number and manufacturer code combination.

9. STD HRS. The hours which represents the established time interval required to calibrate the equipment.

10. NOMENCLATURE. Twenty, or less, characters which constitte a noun description of the equipment related to the corresponding model number and manufacturer code combination.

11. METRL CYCLE. Number of months established as the optimum period of time which the corresponding equipment should be used before servicing is required.

12. PART OF. Ten, or less, characters used to designate the major system of which the corresponding equipment is a component.

13. NEXT DUE DATE. Month, day, and year that the corresponding equipment is next scheduled to be calibrated by the responsible laboratory.

14. ON-SITE ITEM. If the on-site indicator is YES, the corresponding equipment requires servicing on location by the responsible laboratory. If the indicator is NO, the item can be submitted to the responsible laboratory by normal procedures.

15. DATE LAST SERVICED. Month, day, and year that the corresponding equipment was last calibrated.

16. SL. Number corresponding to the Servicing Label attached to the associated equipment to indicate its status.
    1 = Calibrated
    2 = Special Calibration
    3 = Rejected
    4 = Calibration not required
    5 = Inactive
    6 = Repair (no label)

17. STD. Number corresponding to the Type of Standard (1, 2, 3 or 4), when associated equipment has been designated as a Standard.

18. STANDARD HOUR TOTALS. Total Standard Hours by month.

19. SUB-CUSTODIAN TOTAL. Total number of equipments listed for the related customer activity.

Figure J-17. Example of MEASURE Format 800A.
(Customer Copy)

APPENDIX K

GLOSSARY

APPENDIX K

GLOSSARY

Definitions are presented in this Appendix for the terms, some of which are abbreviated, which appear in the various blocks of the Metrology Equipment Recall and Report (METER) Card and on the Equipment Identification and Receipt Tag (referred to herein as the "I.D. Tag"). Further, to assist the users of this Guide, the specific block(s) in which thes terms appear are identified in the followig listing. Additionally, definitions are included for selected terms which have been used elsewhere in the Guide.

TERM	DOCUMENT/BLOCK	DEFINITION
Accepted by	I.D. Tag Blocks K, P	The initials of the individual who received the equipment.
Accessories (Delay Status)	METER Card Block 62, Item 5	Delay in calibration due to a lack of accessories.
Accessories Received	I.D. Tag Block Q	The accessories received with equipment by the laboratory.
Add To Inventory	METER Card Block 19, Item 3	Add equipment to the customer's inventory
Approved Procedure	METER Card Block 37	The procedure authorized to be used in the calibration of the equipment.
Backlog (Delay Status	METER Card Block 62, Item 6	Delay due to an excessive laboratory work load.
Bimonthly		Every other month.
Calib. Job Order No.	METER Card Block 41 and I.D. Tag Block G	The assigned job order number to which the calibration work will be charged (normally used in Types I, II, and III Laboratories).
Calibrated	METER Card Block 59, Item 1	The equipment met all designated tolerance specifications.
Calibration Due	METER Card Block 18	Date on which the equipment is due in the laboratory for calibration. tion.

TERM	DOCUMENT/BLOCK	DEFINITION
Calibration Not Required	METER Card Block 59, Item 4	Equipment has a calibration cycle of "NR"; i.e., not required.
Cal Lab		Calibration Laboratory
Cal Lab Standard	METER Card Block 65	Identifies the equipment documented on the METER Card as being a Standard which requires priority consideration.
Circuit Symbol	METER Card Block 51	The designator (alpha, numeric, or alpha/numeric) of the removed component. (The designator is derived from the schematic diagram.)
Class Std.	METER Card Block 36	Class Standard. The letter to be entered to indicate the method used to establish the Standard Hours; i.e., A = Engineering Performance Standards B = Historical Standards C = Estimated Standards
Coaxial/ MIcrowave	METER Card Block 60, Item 2	Equipment used to supply, detect, couple, attenuate, amplify, and measure signals and waveforms in the microwave frequency range.
Cond. Beyond Econ Repair	METER Card Block 63, Item 1	The condition of the equipment was found to be beyond economical repair.
Condition Received	METER Card Block 61	The Condition in which the equipment was received by the laboratory.
Cost of Part	METER Card Block 55	Cost of the part installed.
Customer Acty.	METER Card Blocks 5, 5A	The customer activity submitting the equipment for calibration/ servicing.
Damaged	METER Card Block 61, Item 4	Equipment was received by laboratory personnel in a damaged condition.
Date Completed	METER Card Block 26	Date on which calibration/servicing was completed by the technician, or the transaction date for any other action documented on the METER Card.
Date Due in Lab	I.D. Tag Block I	Date on which the equipment is due in the laboratory for calibration.

TERM	DOCUMENT/BLOCK	DEFINITION
Date Due Out of Lab	I.D. Tag Block N	Date on which calibration is expected to be completed.
Date Inducted	METER Card Block 23A and I.D. Tag Block M	Date on which the technician begins work on the equipment.
Date Last Svcd.	METER Card Block 17	Date on which the equipment was last calibrated under MEASURE.
Date Rec'd By Lab	I.D. Tag Block J	Date on which the equipment was received in the laboratory.
Date Received	METER Card Block 23	Date on which the equipment was received in the laboratory.
Date Ret'd to Cust.	I.D. Tag Block 0	Date of which the equipment was returned to customer
Delay Status	METER Card Block 62	Identifies the principal cause of a delay encountered during calibration/servicing.
Delete From Inventory	METER Card Block 19, Item 5	Remove equipment from the customer's inventory.
EIB		Electronic Information Bulletin.
Electrical	METER Card Block 60, Item 5	Equipment used to supply, or to measure, the electrical quantities of direct or alternating voltage, current, phase, etc.
Electronic	METER Card Block 60 Item 1	Equipment used primarily to supply, detect, attenuate, amplify, and measure signals and waveforms from the audio up to the microwave frequency spectrum.
Equipment Control Number	METER Card Block 10	Unique Number Identifier (UNI) assigned by the computer.
Equipment Status	Meter Card Block 63	Pertains to the status of equipment which is being returned to the customer in an uncalibrated condition.
Equipment Location	I.D. Tag Block L.	The physical location of the equipment in the laboratory.

TERM	DOCUMENT/BLOCK	DEFINITION
FC		Field Change.
First Meas. Value	METER Card Block 33	The numerical value obtained when testing a Function on the first attempt.
From:	I.D. Tag Block T (White Copy) Block F (Buff Copy)	The name and address of the activity which is forwarding the equipment.
Function Tested	METER Card Block 31	The identity of the particular Function of the equipment being tested which was found to be out of tolerance.
GSE Rework No.	METER Card Block 46	Depot Rework Control Number assigned by Cognizant METCALREP
Inactive	METER Card Block 59, Item 5	Equipment which is placed in an inactive status and, thus, does not require calibration.
Incidental Repair		Those repairs which are found necessary, during the calibration of an operable end item of equipment, to bring it to within the specified tolerance, include the replacement of parts which have changed value sufficiently to prevent calibration, but which do not otherwise render the equipment inoperable.
Intermediate Level Activity		Calibration activities, such as AIMDS: FCAs; and MCFs. These activities also are referred to as Type IV Activities.
In Tolerance	METER Card Block 61, Item 1	All Functions of the equipment performed successfully within the established tolerance.
Item Control Number	METER Card Block 9 and I.D. Tag Blocks E, Z	The number which is printed on the METER Card by the supplier of the Card.
Lab Code		The three-character code assigned to the laboratory.

TERM	DOCUMENT/BLOCK	DEFINITION
Lab Shop No.	I.D. Tag Block S	The number assigned to the shop performing the calibration/servicing.
Lab Type	METER Card Block 24	A number used to denote type of laboratory performing the calibration/servicing; i.e., 1 - Primary Standards Laboratory 2 - Secondary Standards Laboratory 3 - Calibration Laboratory 4 - Intermediate Level/Field Calibration Activity.
Lower Tolerance	METER Card Block 34	The minimum acceptable specification for a Function which is to be tested.
Man Hour Calib.	METER Card Block 40	The man-hours expended by a technician in calibrating equipment.
Man Hour Repair	METER Card Block 42	The man-hours expended by a technician in repairing equipment.
MEASURE		Metrology Automated System For Uniform Recall and Reporting.
METER Card		Metrology Equipment Recall and Report Card.
METRL		Metrology Requirements List (NAVAIR Publications 17-35 MTL-1 & 2; NAVSEA Publication OD45845; and NAVELEX Publication 0969-LP-133-2010).
METRL CYCLE	METER Card Block 28	The Metrology Requirements List cycle. Established as the optimum cycle, or number of months, a specific item of equipment, identified by Model Number or Manufacturer's Part Number, may stay in service before it is required to be calibrated/serviced by a calibrating facility.
Mfr. Code	METER Card Blocks 3, 3A, 53 and I.D. Tag Blocks B, W	Manufacturer's code assigned to the equipment. A three-letter, a five-digit, or a five-character alpha/numeric code.

TERM	DOCUMENT/BLOCK	DEFINITION
Mo., Day, yr.	METER Card Blocks 17, 18 19(2), 23, 23A 26, 29, 57, and 58 and I.D. Tag Blocks I, J, M, N, O	The month, day, and year, indicated in numerics (02 15 75)
Model/Part No.	METER Card Blocks 1, 1A and I.D. Tag Blocks A, V	Model or Part Number assigned to the equipment.
Modif. Hours	METER Card Block 44	Hours required to implement SEC, SEB, EIB, ORDALT, or FC modifications.
National Stock Number	METER Card Blocks 13, 54	National Stock Number, less any prefix or suffix, of the equipment or component indicated.
NAVAIRSYSCOM		Naval Air Systems Command.
NAVELEXSYSCOM		Naval Electronic Systems Command.
NAVSEASYSCOM		Naval Sea Systems Command.
Next Due Date	METER Card Block 29	The next date on which the equipment is due to be calibrated.
Nomenclature	METER Card Block 11 and I.D. Tag Blocks D, Y	Noun description of equipment.
Nominal Value	METER Card Block 32	The optimum value of the Function measured.
Off Awaiting Parts	METER Card Block 58	Date on which the equipment was removed from an "Awaiting Parts" status.
Oper Fail/ In Op	METER Card Block 61, Item 3	Equipment failed during customer's use, or during calibration.
Optical/ Dimensional	METER Card Block 60, Item 3	Equipment used for optical/dimensional measurements.

TERM	DOCUMENT/BLOCK	DEFINITION
ORDALT		Ordnance Alteration
Other (Delay Status)	METER Card Block 62, Item 7	Cause of delay is not attributable to the listed categories. (Amplify in "Remarks.")
Out of Tolerance	METER Card Block 61, Item 2	The equipment was received in the laboratory in an "Out of Tolerance" condition.
Part Of	METER Card Blocks 2, 2A	The major system of which the part is a component.
Part Number	METER Card Block 52	The part number of the replaced component.
Parts (Delay Status)	METER Card Block 62, Item 1	Delay in calibration or repair due to lack of parts.
Personnel (Delay Status)	METER Card Block 62, Item 4	Delay in the calibration/servicing by a laboratory, due to lack of personnel required to perform the work.
Phase/Level	METER Card Block 38	The phase designation assigned to a specific measurement area (for Intermediate Level/Field Calibration Activities only).
Physical/ Mechanical	METER Card Block 60 Item 4	Equipment used to measure, or to supply, physical or mechanical properties.
Plant Account No.	METER CARD Block 14	The Plant Account Number assigned to the equipment.
Procedure Step Number	METER Card Block 30	Appropriate step number appearing in the procedure manual, relating to the "out-of-tolerance" value for a specific Function.
Procedure Used	METER Card Block 39	Procedure used to calibrate the equipment.
Qty.	METER Card Blocks 15, 56	Quantity of items.
Record Man Hours Only	METER Card Block 19, Item 7	Computer will record only man-hours indicated in Blocks 40, 42, and/or 44 of the METER Card.

TERM	DOCUMENT/BLOCK	DEFINITION
Rejected	METER Card Block 59, Item 3	Equipment could not be calibrated/ serviced and was returned to customer.
Remarks and Special Requests	METER Card Block 20 I.D. Tag Block U	Enter pertinent comments concerning the equipment indicated on the form.
Repair		Those repairs found necessary to return an inoperative end item of equipment to an operable condition, but not necessarily to bring the item to within the specified tolerances.
Repair Job Order No.	METER Card Block 43 and I.D. Tag Block H	The assigned job order number to which the repair work will be charged (normally used in Type I, Type II, and Type III Laboratories).
Repair (No Label)	METER Card Block 59, Item 6	Equipment was repaired only. Calibration was not required after repair. No new Servicing Label was attached.
Request Reply From:	METER Card Block 64	Enter a check in the appropriate box to indicate to whom the request for reply is directed.
Reschedule Date To:	METER Card Block 19, Item 2	Indicate the new date on which the equipment is due in the laboratory for calibration (used for changes to the next due date).
Ret'd to Customer Uncalibrated	METER Card Block 63, Item 2	Equipment was returned uncalibrated to the customer; e.g., early deployment of ships. (Not to be confused with a rejected item.)
Scheduled Lab Code	METER Card Blocks 7, 7A	The Three-letter code of the laboratory which is scheduled to perform the calibration.
SEB		Support Equipment Bulletin.
SEB Number	METER Card Block 45	The number of the Support Equipment Bulletin/Equipment Information Bulletin with which the laboratory/ Type IV Activity complied in providing the calibration/servicing.

TERM	DOCUMENT/BLOCK	DEFINITION
SEC		Support Equipment Change.
SEC Number	METER Card Block 47	The number of the Support Equipment Change/Field Change/Ordnance Alteration being incorporated into the equipment.
Serial Number	METER Card Blocks 4, 4A and I.D. Tag Blocks C, X	The unique serial number assigned to equipment by the manufacturer, or by the customer.
Servicing Lab Code	METER Card Block 21	The three-letter code of the laboratory performing the calibration/servicing.
Servicing Label Attached	METER Card Block 59	The Servicing Label attached to the equipment indicates the status of equipment after servicing; i.e., (1) Calib, (2) Special Calib, (3) Rejected, (4) Cal Not Required, (5) Inactive. (Box (6) Repair (No Label) does not involve attaching any new Servicing Labels.)
Servicing On Site	METER CARD Block 16	Equipment serviced by laboratory personnel at the customer's activity.
Shop No.	METER Card Block 22	Number assigned to the shop which will perform the calibration/servicing.
Special Calibration	METER Card Block 59, Item 2	Calibration was not performed over the entire range of specifications. (Usually done at the customer's request.)
Special Support	METER Card Block 60, Item 6	Equipment specifically is designated as Special Support Equipment (SSE).
Standard Hours	METER Card Block 27	The hours which represent the established time interval required to calibrate a specific item of equipment, identified by Model Number or Manufacturer's Part Number.
Standards (Delay Status)	METER Card Block 62, Item 3	Delay in calibration due to lack of Standards required for servicing.

TERM	DOCUMENT/BLOCK	DEFINITION
Sub-Category Code	METER Card Block 12	The SCAT code assigned to the equipment, if applicable.
Subcustodian	METER Card Blocks 6, 6A	The Code assigned to a subcustodian, such as a squadron; division; work center, etc.
Supervisor	METER Card Block 50	The initials of the supervisor reviewing the METER Card.
Tech Data (Delay Status)	METER Card Block 62, Item 2	Delay due to the lack of adequate technical data or publications.
Technician (1st)	METER Card Block 48	The initials, or number(s), of the technician(s) performing calibration/servicing.
(2nd)	METER Card Block 49	
To:	I.D. Tag Block F (White Copy) Block T (Buff Copy)	The name and address of the activity to which the equipment is being forwarded.
To Awaiting Parts	METER Card Block 57	The date on which the equipment was placed on an "Awaiting Parts" status.
Transfer Custody To: Activity in Block 5A	METER Card Block 19, Item 4	The custodian to which the equipment is to be transferred. Used only for "POOL" items.
Type IV Activity		Calibration activity, such as an AIMD; MCF; or FCA.
Type of Equipment	METER Card Block 60	The functional category of the equipment.
U/C	METER Card Block 8	Update Code (for MOCC use only).
Unscheduled		Equipment which is submitted for calibration, but which is not listed on the Recall Schedule.
Upper Tolerance	METER Card Block 35	The maximum acceptable value for Function tested.

TERM	DOCUMENT/BLOCK	DEFINITION
Value If Fixed Std	METER Card Block 25	The numerical reading of the Fixed Standard. (Used only by a Standards Laboratory.)

APPENDIX L

METCAL MEASURE OPERATIONAL SUPPLEMENTS

APPENDIX L

METCAL MEASURE OPERATIONAL SUPPLEMENTS

L.1 PURPOSE

Operational Supplements are issued when there is a need to tailor the use of MEASURE to meet specific requirements of a systems command or when cognizant activities require further guidance and direction in the implementation of MEASURE Operating Procedures.

L.2 RESPONSIBILITY

Operational Supplements governing the use of MEASURE will be approved by CNM via the MEASURE Program chain of command. Upon CNM approval Operational Supplements will be distributed by the cognizant Systems Command/ METCALREP. METCALREPs being constantly aware of operational requirements will evaluate, report, recommend, distribute, and coordinate implementation of Operational Supplements which their respective areas. Participating activities are responsible to ensure that its personnel adhere to MEASURE Operating Procedures, and to the provisions of Operational Supplements.

L.3 OPERATIONAL SUPPLEMENT IDENTIFICATION

Operational Supplements will be identified by the two-letter designator "OS," followed by a dash and a letter which will identify the requiring command, as follows:

LETTER	REQUIRING COMMAND
A	Naval Air Systems Command
E	Naval Electronic Systems Command
S	Naval Sea Systems Command

This letter will be followed by a dash and the number of the Operational Supplement which, will begin with "1" and will be assigned sequentially thereafter. Thus, "OS-E-3" will indicate that this is the third Operational Supplement issued by NAVELEXSYSCOM to activities under its cognizance.

Changes to Operational Supplements will be identified in a similar manner. The appropriate Operational Supplement identifier, described in the foregoing paragraph, will be modified by adding a dash, followed by the letter "C" and the number of the Change. Thus, "OS-A-4-C2" will indicate that this is the second Change to the fourth Operational Supplement issued by NAVAIRSYSCOM to activities under its cognizance.

Operational Supplements and Changes to Operational Supplements may be issued as a message, a letter, an enclosure to a letter, or some other form of documentation. In addition to the Operational Supplement/Change identifier, the specific subject assigned to a particular Operational Supplement or Change and the effective date will be indicated in all instances. In the case of an Operational Supplement or Change which is issued in the form of a message, the date of the message will be the effective date, unless otherwise indicated.

L.4 INCORPORATION INTO GUIDE

Each activity, upon receipt of an Operational Supplement or Change thereto from the cognizant METCALREP, will ensure that the appropriate information is recorded on the METCAL MEASURE Operational Supplement Record provided at the front of this Appendix. The Operational Supplement then will be filed, in sequence, behind the appropriate Attachment Cover Sheet in this Appendix; i.e., Operational Supplements issued by NAVAIRSYSCOM will be filed behind the cover sheet for Attachment No. 1; those issued by NAVELEXSYSCOM will be filed behind the cover sheet for Attachment No. 2; and those issued by NAVSEASYSCOM will be filed behind the cover sheet for Attachment No. 3. Changes will be filed, in sequence, behind the related Operational Supplement. Upon receipt of a notice to delete an Operational Supplement or Change, the document will be removed from file, and the date deleted will be entered in the Operational Supplement Record. It should be noted that, normally, an activity will receive only those Operational Supplements and Changes issued by its cognizant METCALREP.

L.5 EFFECTIVE OPERATIONAL SUPPLEMENTS

A listing of Operational Supplements which currently are effective is provided in Table L-1.

METCAL MEASURE OPERATIONAL SUPPLEMENT RECORD

NUMBER	DATE	SUBJECT	ENTERED	DELETED

OPERATIONAL SUPPLEMENTS

ISSUED BY NAVAIRSYSCOM

Attachment No. 1

OPERATIONAL SUPPLEMENTS

ISSUED BY NAVELEXSYSCOM

Attachment No. 2

OPERATIONAL SUPPLEMENTS

ISSUED BY NAVSEASYSCOM

Attachment No. 3